



AUHR 8.06 WORKING OUT OF CLASSIFICATION

Purpose

Higher pay when employees are assigned work in a higher classification is a legitimate recognition of the additional duties and responsibilities an employee may be required to assume. Employees assigned to work in a higher classification cannot be moved out of their regular position and can only be assigned out of class work as an overfill of their regular position, unless they are being temporarily appointed to a higher classification to fill a workload need. Working out of classification should be considered a short-term solution to assist with workload needs.

Out of class assignments are considered temporary in that the employee performs the duties of a higher class for a limited time period and then reverts to the regular duties and pay schedule on completion of the assignment. Out of class assignments may be made under the following circumstances:

1. To cover the duties of employees in authorized positions who are on leave of absence; or
2. To meet critical business needs of a temporary nature by having an incumbent in an existing, authorized position perform work at a higher-class level, and
3. Out of class assignments shall not exceed one year unless extended by the City Auditor.

Compensation for out of class assignments may be provided only if assignment is preauthorized. Working out of class shall not be paid retroactively.

Rate of Pay When Working Out Of Classification

FLSA exempt employees and non-represented FLSA employees working out of class shall be paid an additional 5% of their base salary or the minimum rate of pay in the higher classification, whichever is higher. Employees covered by a collective bargaining agreement shall be paid in accordance with that contract.

Employees do not receive out-of-class pay when on paid leave or holiday status.

All other types of compensation/benefits and accrual rates will be at the level associated with the employee's regular classification.

If an employee is subsequently appointed to the higher classification through a recruitment process, credit may be given for all accumulated out of class service

in that classification in the previous five (5) years for the purpose of determining salary range and anniversary date.

Authorization for Out of Class Assignment Lasting 30 Consecutive Days or Less

For out of class assignments scheduled to last thirty (30) consecutive calendar days or less, the division manager, in consultation with Management Services, must approve a request for the out of class assignment prior to the start of the assignment. Compensation for working out of class assignments scheduled for 30 consecutive calendar days or less will be processed by timesheet override. Timesheet overrides will be discontinued when the time authorized for working out of classification ends.

For out of class assignments scheduled to last 30 consecutive calendar days or less, all other types of benefits, accrual rates and merit increases will be at the level associated with the employee's regular classification.

A request submitted to Management Services for out of class assignment should include:

1. An explanation of why the higher-level work is necessary;
2. The title, classification code and pay range of the higher classification being requested;
3. The title, code, pay range, and classification code of the employee (incumbent) that will be assigned the higher-level duties;
4. An indication of the length of time the higher-level work will be performed.

Authorization for Out of Class Assignments Lasting More Than 30 Consecutive Days

For out of class assignments scheduled to last more than thirty (30) consecutive calendar days, the City Auditor or designee must give prior approval. The request shall include the same information outlined in the section above. Management Services will track the duration of the assignment.

For out of class assignments lasting more than thirty (30) consecutive days, merit increases and accrual rates will be at the level associated with the employee's regular classification.

Compensation for Working Out of Class Assignments lasting more than 30 consecutive days will be processed via timesheet override and will be discontinued when the time authorized for working out of classification ends.

When the time authorized for working out of classification ends, the employee will be returned to their regular classification.

Training and Out of Class Compensation

An out-of-class assignment made specifically for training purposes does not qualify for out-of-class compensation. See [Administrative Rule on Training Plans](#).

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 8.06 Working Out of Classification.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.