2N. **Working Out of Class**

Employees are considered to be working 'out-of-class' when they are assigned by the County to perform the duties of a Department Head's job specification that pays a higher job rate than the employee's current position in addition to their regular duties. Whenever these occasions extend for a period of time, it is appropriate to consider temporary additional pay to compensate for the additional responsibilities that the employee may be required to undertake. Employees working-out-of-class will only be eligible for the interim pay for a period of 6 months. However, a maximum period of 1 year may be approved based on the position being designated as 'hard-to-fill' by Human Resources.

The Board of Commissioners will decide, based on the ability, qualifications, and candidates for the position and if appropriate, to designate an employee to be "working- out-of-class".

The employee who is selected to temporarily work out of class will receive an increase to their base rate of pay to the greater of:

1. The classification salary base rate of pay of the higher-level position, or
2. 5% above the employee's regular base rate of pay.

Eligibility:

1. Director, Department Head, or equivalent level positions.
2. The active employee must assume a substantial portion, if not all, of the duties of the interim assignment.
3. The new duties to be performed are clearly differentiated from the duties normally performed by the employee.

Upon return to or appointment of a person to the department head position, the employee working out of class will be returned to their regular duties and regular rate of pay.

If an employee is temporarily assigned to a lower job classification, the employee shall continue to receive the employee's regular rate of pay during such assignment, except that this provision does not cover an employee who is demoted by the County.