



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: OUT-OF-CLASS ASSIGNMENT**

**Policy No.: A233**

**Supersedes: January 26, 2010**

**Revision Date: September 4, 2013**

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### **PURPOSE:**

b establish uniform procedures and guidelines for the administration of out-of-class assignments

### **POLICY:**

Management will endeavor to avoid working employees on out-of-class assignments for a prolonged period of time.

If an employee is assigned to an out-of-class assignment, as defined under "Permanent Employees" below (Memorandum of Understanding, when applicable), for more than 20 working days in any fiscal year, Management has an obligation, upon the employee's written request, to either initiate action to appoint an eligible employee to fill the vacancy in accordance with Civil Service Rules or to return the employee to an assignment in his/her own classification.

### **CRITERIA:**

Out-of-class assignments provide employees the opportunity to gain higher-level experience and enhance career development and upward mobility. These situations can be minimized by more effective management of assignments through the observance of policy, procedures, and guidelines and the out-of-class pay provisions defined in the County Code for non-represented employees and in various applicable MOUs for represented employees.

#### **Permanent Employees**

An out-of-class assignment is the full-time performance of all significant duties of an allocated, vacant, funded position in one classification by an employee in a position of a lower-level classification. The budgeted, funded position must be allocated to the same work unit as the out-of-class assignment. An out-of-class assignment must be required because the position is: (1) vacant, or (2) the employee occupying the position is on an extended leave of absence.

#### **Represented Employees**

To be eligible to file a request for out-of-class action, the employee, as well as the out-of-class position to which he/she is assigned, must be in a represented classification covered by a Memorandum of Understanding containing an out-of-class assignment article.

#### **Non-Represented Employees**

Non-represented employees must meet criteria set in County Code.

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**EFFECTIVE DATE: January 1, 1982**

COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES

**APPROVED BY:**

**Signature(s) on File.**

## Temporary Employees

The out-of -class assignment provisions of County Code Section 6.10 040 does not apply to temporary positions, persons who are not full-time permanent employees, nor to Management Appraisal and Performance Plan (MAPP) participants.

An individual who does not meet performance requirements, such as typing, or who does not meet any licensing requirements established for the higher-level class, shall not be placed in an out-of class assignment

### **PROCEDURE:**

A When Management assigns an employee an out-of- class assignment:

- 1 Advise the employee that he/she is expected to perform all of the significant duties of another classification on a full-time basis
- 2 Prepare a comprehensive statement of the duties of the employee's assignment
- 3 Prepare a written confirmation of the out-of-class assignment (see Attachment I)
- 4 Distribute copies of the confirming letter and duty statement to the employee and the Human Resources Director
- 5 Prepare a Personnel Action Request (PAR), with appropriate approvals, to affect the transaction

B When an employee believes he/she has been working in an out-of-class assignment for 20 days:

- 1 The employee submits Working Out-Of-Classification Notice (Attachment II), to his/her supervisor, requesting action to comply with the Memorandum of Understanding.
- 2 The supervisor determines eligibility of out-of-class bonus Supervisor completes lower portion of the Working Out-Of-Classification Notice and provides a copy, along with a confirming memo (Attachment 1), to the employee.. If the employee meets eligibility and out-of-class bonus is being requested, the supervisor completes and submits the following approved documents to the Human Resources Office:

Personnel Action Request (PAR)  
Working Out-Of-Classification Notice (Attachment II).  
Out of Class Assignment Form (Attachment III)  
Duty Statement for Out-of-Class Assignment (Attachment IV)

C The Human Resources Office will:

- 1 Review the out-of-class materials submitted by the department
- 2 Ensure PAR has proper administration approval required by hiring guidelines
- 3 Determine if the employee is working out of class as defined in the appropriate Memorandum Of Understanding
- 4 Communicate the decision to the employee's management in writing
- 5 Monitor out-of-class assignments and bonus payments to ensure that they are not ongoing for prolonged periods of time and that the employee who is receiving the bonus is still performing the out-of-class assignment
- 6 Place written confirmation of the out-of-class assignment in the employee's personnel

file D When An Eligible List Exists:

- 1 If all the above-mentioned criteria are met and an eligible list does exist, and management decides to fill the vacancy, then management must initiate action to appoint an eligible employee.
2. If the employee working out of class is not appointed to the higher-level item, he/she will receive a bonus for each 30-calendar days from the request date, until the out-of-class assignment is terminated.
- 3 Once the employee working out of class is promoted (per Civil Service provisions) to the higher-level classification, he/she will neither be eligible for, nor receive the bonus

E When No Eligible List Exists:

If all the criteria are met and management decides to fill the vacancy but no eligible list exists, management must call for an examination, or return the employee to an assignment within his/her own classification

**REFERENCES:** Applicable Memorandum of Understanding  
Los Angeles County Code 6 10.040

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**SAMPLE  
CONFIRMATION OF OUT-OF-CLASS ASSIGNMENT**

(Date  
)

TO: (Employee)

FROM: (Supervisor)

SUBJECT: OUT-OF-CLASS ASSIGNMENT

This is to confirm our conversation of \_\_\_\_\_ regarding your assignment to the acting position of \_\_\_\_\_ effective \_\_\_\_\_

**Use appropriate paragraph:**

You will be (are) performing all of the significant duties of the acting position on a full-time basis.. You were informed that a budgeted, funded, vacant position is allocated for this assignment. Therefore, if authorized by the Human Resources Office, you may be entitled to an out-of-class bonus. Attached is a statement of the duties for the acting position.

**OR**

You will be (are) performing all of the significant duties of the acting position on a full-time basis and will continue until \_\_\_\_\_ returns from his extended leave.. Therefore, if authorized by the Human Resources Office, you may be entitled to an out-of-class bonus.

**OR**

You were informed that there is no budgeted, funded, vacant position allocated for this assignment. Therefore, you will not be eligible for the out-of-class bonus.

**OR**

You were informed that you have accepted this assignment for the purpose of training. Therefore, you are not eligible for the out-of-class bonus.

APPROVED BY: \_\_\_\_\_  
Department Head Date

VERIFIED BY: \_\_\_\_\_  
Human Resources Director Date



# SAMPLE MONTHLY STATUS OF OUT-OF-CLASS ASSIGNMENT

(Date)

TO: \_\_\_\_\_, Director  
Human Resources

FROM: (Supervisor)

SUBJECT: CONTINUATION OF OUT-OF-CLASS ASSIGNMENT

Employee Name: \_\_\_\_\_ Employee No \_\_\_\_\_

Actual Payroll Title: \_\_\_\_\_