

I. PURPOSE

The purpose of this policy is to establish guidelines on how Work out of Classification (WOOC), Temporary Assignment Responsibility Differential (TARD), or acting pay will be processed.

II. POLICY

In order to ensure continuity of efficiency and/or service when the incumbent is absent from duties for a sufficient period of time, it may occasionally be necessary for an employee to work in a higher classification than that to which they are normally assigned. In such cases, the employee must meet the minimum qualifications of the classification in order to be compensated at the rate of the higher class, provided that such work is performed for a minimum period.

III. PROCEDURE

In order for an employee to receive WOOC or TARD pay, the supervisor must obtain approval from their department head or designee and complete a Work out of Classification (WOOC) or Temporary Assignment Responsibility Differential (TARD) form and forward it to Payroll for processing.

For acting pay, the Department must submit a memo, authorized by the General Manager which outlines the classification the employee will be working in and the beginning and end dates of the assignment.

Health and welfare benefits will continue to be paid based on the employee's normal classification and salary.

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