AIMS COMMUNITY COLLEGE PROCEDURE

PAY FOR TEMPORARY OUT-OF-CLASSIFICATION ASSIGNMENT

In certain circumstances, it may be necessary to have a current staff member temporarily perform job duties and responsibilities at a classification/compensation level higher than the employee’s current classification/compensation. Compensation for a temporary re-assignment may be paid at the higher classification/compensation level if all of the following criteria are met:

- Re-assignment is for a time-certain period, will be regularly occurring over an extended period of time and will be for no less than a one week period, during which time the employee is exclusively performing the functions of the re-assignment
- Re-assignment is to an existing classification, as determined by Human Resources
- The staff person has skills and qualifications necessary to perform essential function of the position on a temporary basis.

In such circumstances, the Senior Management representative and employee’s direct supervisor shall include in their written request for a temporary re-assignment, justification for reassignment, job duties to be performed, and time period (start and end dates) during which re-assignment functions will be performed. The President will review and, upon approval, will forward to Human Resources for determination of classification for re-assignment and further processing. Associated Senior Management representative will be provided a memo template, as appropriate, for the employee to review and sign. The department benefiting from the employee’s efforts during the temporary re-assignment shall cover the additional cost of compensation.

Employees currently in a position designated as non-exempt under the Fair Labor Standards Act (FLSA) may not work in excess of 40 hours per week while in a temporary re-assignment. Both the employee and supervisor shall ensure that no overtime is accrued during the temporary re-assignment period(s).

APPROVED: Dr. Marsi Liddell
Aims Community College President
Date: March 29, 2010