

# Out-of-Class vs. Additional Duties Assignments

What Do You Need to Know?

# What Classifications Are Affected?



Academic Administrators



Classified Administrators



Supervisors (Teamsters Unit)



Confidential Unit Employees



Classified (WVMCEA) Unit Employees

# Definitions

- **Out-of-Class Assignment**
  - Employee assigned to perform 100% of the duties in the higher-level classification and does not perform ANY the duties in their regular position
- **Additional Duties Assignment**
  - Employee assigned to perform some of the duties in the higher-level classification and continues to perform some or all the duties in their regular position

# Out-of-Class Assignment Types

- **Substitute for a Vacant Position**
  - Position is vacant and the department is in the process of recruiting to find a permanent replacement
- **Substitute for an Active Employee**
  - Regular employee is on a leave of absence and the department would like to offer the temporary Out-of-Class Assignment for coverage during their leave

# Process an Out-of-Class Assignment Request

- **All** out-of-class assignments, including extensions, require Board of Trustee approval **PRIOR** to beginning the assignment
- Contact Human Resources when you wish to initiate an Out-of-Class Assignment
- Human Resources will partner with you to determine if that is the most advantageous course to meet your end goal
- If it is determined that the Out-of-Class Assignment is appropriate to the situation, then HR will provide the form to initiate the request
- HR can also add a placeholder to the next possible Board agenda as you complete the form

*(cont'd)*

- A complete *Out-of-Class Assignment Request* form must be submitted to HR for payroll processing, including:
  - Correct position information (*contact Admin Services or HR if you need assistance*)
  - Correct start and end dates (*contact HR if you need assistance*)
  - Employee signature
  - Current position supervisor signature
  - Out-of-Class position supervisor signature (*if different than current*)
  - President/Vice President/Designee signature
  - Administrative Services representative (verifying funding source)
    - For College only requests; District positions do not require Admin Services signature

*(cont'd)*

- DocuSign signatures are acceptable
- The HR Specialist will obtain the AVC, HR signature after completing a review of the submitted form
  - If you include the HR Specialist in your DocuSign routing queue, please use the initial section at the bottom of the form
- Once all signatures have been obtained, the HR Specialist will provide the supervisor with a copy of the HR approved request form, with a copy to the employee
- The employee may now begin the Out-of-Class Assignment

# Retirement System Restrictions for Out-of-Class Assignments

## For CalPERS Members

- There is a limit of 960 hours maximum per fiscal year for any member to work out-of-class in a vacant assignment
  - This includes all hours that the employer compensated the employee for, including overtime, and is reported to CalPERS annually
- Pay for an Out-of-Class Assignment is only PERS-reportable for Classic Members

## For CalSTRS Members

- Most CalSTRS Members would only be in the Academic Administrator category
- There are no limitations to date for CalSTRS members



# Parameters

## Substitute for Vacant Position

- Recruitment Requisition must be approved by EMT
- Initial assignment for 60-calendar days, per Ed Code 88003
- WVMCEA positions require 5-day internal posting for out-of-class opportunity prior to hiring outside of the unit, per CBA language
- Administrative interim assignments require internal posting

## Substitute for Active Employee

- Leave must be approved by Human Resources
- Start and end dates of assignment must be within or the same as the dates of the active employee's leave dates
- Can also be used for Administrators on vacation for more than 1 week, if needed – with advanced validation

# Process an Additional Duties Assignment Request

- Contact Human Resources when you wish to initiate an Additional Duties Assignment
- Human Resources will partner with you to determine if that is the most advantageous course to meet your end goal
- If it is determined that the Additional Duties Assignment is appropriate to the situation, then HR will provide the form to initiate the request

*(cont'd)*

- A complete *Additional Duties Assignment Request* form must be submitted to HR for payroll processing, including:
  - Correct position information (*contact Admin Services or HR if you need assistance*)
  - Correct start and end dates (*contact HR if you need assistance*)
  - A list of every duty being assigned from the higher classification
  - Correct FOAPs to charge the additional pay to
  - Employee signature
  - Current position supervisor signature
  - Additional Duties Assignment supervisor signature (*if different than current*)

*(cont'd)*

- President/Vice President/Designee signature
- Administrative Services representative (verifying funding source)
  - For College only requests; District positions do not require Admin Services signature
- DocuSign signatures are acceptable
- The HR Specialist will obtain the AVC, HR signature after completing a review of the submitted form
  - If you include the HR Specialist in your DocuSign routing queue, please use the initial section at the bottom of the form

*(cont'd)*

- Once all signatures have been obtained, the HR Specialist will provide the supervisor with a copy of the HR approved request form, with a copy to the employee
- The employee may now begin the Additional Duties Assignment

# Retirement System Restrictions for Additional Duties Assignments



## For CalPERS Members

Pay for an Additional Duties Assignment is NOT PERS-reportable



## For CalSTRS Members

Most CalSTRS Members would only be in the Academic Administrator category

There are no limitations to date for CalSTRS members

# Correct Assignment Designation

- Designation: Out-of-Class vs. Additional Duties
- When HR processes the pay for these assignments, the job record is coded accordingly so that the retirement contributions may be calculated appropriately
- If the assignment is incorrectly designated, Human Resources/Payroll will unknowingly code and report the employee's contributions erroneously
- The employee and the District may suffer the consequences when the employee retires

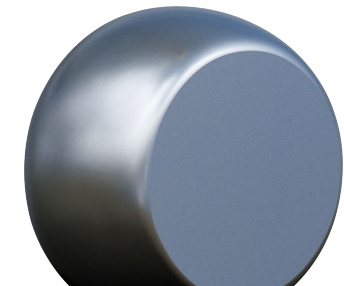
# Who to Contact for Assistance

## Classified

Rose Jackson  
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408.741.2161

## Administrative

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Created by Rose Jackson

WVMCCD Human Resources

November 23, 2021