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
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
• 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
### 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
• 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
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)
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
• 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
rose.jackson@wvm.edu
408.741.2161

**Administrative**
Danielle Ramirez-King
danielle.ramirez-king@wvm.edu
408.741.2171