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## ARTICLE ELEVEN COMPENSATION

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D. **Temporary Upgrades Assignments:** ~~Employees accepting a written offer of an acting position on a temporary basis that is at a higher pay grade shall have their salary computed in accordance with Article 11, Section F. Offers of temporary upgrades shall be placed in writing by the supervisor to employees on the basis of qualifications. An employee will assume responsibility for all duties of the position and work in the position at least fifteen (15) consecutive working days. After the employee has worked fifteen (15) consecutive working days in the position, they shall be paid retroactively to the first day the employee assumes the responsibilities of the position. An employee temporarily placed outside of the bargaining unit shall be entitled to return to the position previously held and shall accrue benefits and seniority as if they were in the bargaining unit during this temporary upgrade. It may be necessary for employees to assume additional responsibilities for a temporary period of time. When the added responsibilities fall within the definition of an acting or working out of classification assignment (as defined below), and upon approval by the Superintendent and the Board, the employee shall be eligible for additional compensation.~~

1. **Acting Assignments:** An acting assignment is the temporary appointment of an employee to a vacant position assigned at a higher pay grade for which a Board approved job description exists and for which the employee meets the minimum job qualifications. Employees appointed to an acting assignment may be relieved of their regular job duties and responsibilities for the duration of the appointment.
2. **Working Out of Classification Assignments:** A working out of classification assignment is the temporary appointment of additional responsibilities for a specific duty, special project or initiative that is distinctly different from the employee's regularly assigned job. While a Board approved job description is not required for a working out of classification assignment, a description of the responsibilities associated with the task and business rationale for the assignment must be included as part of the request.
3. **Temporary Assignment Eligibility Criteria and Provisions:** The following provisions are applicable to both acting and working out of classification assignments:

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- a. Offers of acting and working out of classification assignments shall be placed in writing by the supervisor to the employee on the basis of qualifications.
- b. Assignments must be approved by the Superintendent and the Board.
- c. Assignments must be for a minimum of thirty (30) days and shall not extend beyond 180 days without approval by the Superintendent or designee and reauthorization by the Board.
- d. Employees temporarily assigned acting or working out of classification duties will receive appropriate orientation and training as determined necessary by the assigned department.
- e. If an employee is unable to perform satisfactorily while assigned acting or working out of classification duties, he/she may be returned to their previous position. Performance in the temporary assignment shall not be reflected in their evaluation.
- f. Employees that are temporarily assigned Board-approved acting or working out of classification responsibilities shall receive compensation in accordance with the promotional language in Article Eleven, Section F of this Agreement.
- g. Pay changes associated with acting and working out of classification assignments are provisional and are not considered part of the employee's permanent salary. At the conclusion of the temporary assignment, the employee's pay will be reduced to the amount earned prior to the temporary assignment.
- h. Employees who are temporarily assigned to work in a lower classification are ineligible for temporary supplemental pay and shall continue to be paid at the rate for their regular position.
- i. At the termination of the temporary assignment, the employee shall revert to his/her former status, unless appointed or assigned as a permanent employee in that position.
- j. An employee temporarily placed outside of the bargaining unit shall be entitled to return to the position previously held and

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shall accrue benefits and seniority as if they were in the bargaining unit during this temporary upgrade.