

**MEMORANDUM**

**REVISION 49 SERIES D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** December 10, 2018

**SUBJECT:** Amendments to Career Service Rule 9-65 – Work Assignment Outside of Job Classification

The amendments to Career Service Rule 9-65 were approved by the Career Service Board on December 6, 2018 and are effective December 10, 2018. Please insert the following pages in your rule book as soon as possible. Thank you.

<b><u>Page Numbers to Remove</u></b>	<b><u>Page Numbers to Insert</u></b>
Page 9-17 Page issuance date: September 21, 2017	Page 9-17 Page issuance date: December 10, 2018

9-65 Work Assignment Outside of Job Classification  
(Revised December 10, 2018; Rule Revision Memo 49D)

- A. An appointing authority may temporarily assign the duties of a vacant or temporarily unoccupied position in a higher-level classification to an employee in a lower level classification for a period of up to one year in accordance with the criteria established in this rule. Assignments for periods longer than one year require the approval of the OHR Executive Director.
- B.
  - 1. Employees are eligible for additional pay for such assignments when they have been assigned all of the duties and responsibilities of the vacant or temporarily unoccupied position in the higher-level classification;
  - 2. Additional pay for work outside of an employee's job classification shall start at the beginning of the work week following the fifteenth day of the temporary assignment, and continue for the duration of the assignment.
- C. The employee shall receive additional pay equal to eight percent (8.0%) above their regular base pay, unless the employee is receiving equipment differential.
- D.
  - 1. The employee's job classification will not change as a result of a temporary assignment of higher level job duties and responsibilities. Employees receiving additional pay for working outside of their assigned classification shall not be eligible for re-allocation to the higher level classification.
  - 2. If an employee receives a merit increase during the temporary assignment, the pay for the work assignment outside of job classification shall be re-calculated based on the employee's base pay including the merit increase. The re-calculated pay shall be effective on the effective date of the merit increase (Revised January 1, 2011; Rule Revision Memo 51C).
- E. Upon completion of the temporary assignment, the employee's pay shall return to the employee's base pay prior to the temporary assignment, including any merit increase awarded during the temporary assignment.
- F. Pay for work outside of an employee's job classification does not impact subsequent pay for promotion, demotion or any other personnel action.

9-66 Recruitment bonus  
(Revised September 21, 2017; Rule Revision Memo 30D)

- A. A department or agency may pay a one-time recruitment bonus of up to \$10,000 according to the below schedule to attract a highly qualified external candidate whose skills, knowledge and/or abilities are deemed essential to the mission and operations of the City.