Name of Policy: Working out of classification

Policy Number: 3364-25-112

Approving Officer: President

Responsible Agent: Vice President and Chief HR Officer

Review date: April 10, 2015
Original effective date: July 1, 1986

Scope: The University of Toledo – Health Science Campus Only. Employees not covered by a collective bargaining agreement

<table>
<thead>
<tr>
<th>New policy proposal</th>
<th>Minor/technical revision of existing policy</th>
<th>Reaffirmation of existing policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major revision of existing policy</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

(A) Policy statement
An employee may be assigned to temporarily take over the duties of a higher level position because the incumbent in the higher level position will be unable to fulfill those duties because of an absence due to vacation, illness, leave of absence, or other approved reason.

(B) Purpose of policy
The purpose is to advise employees of the process for working out of classification situations.

(C) Scope
This policy applies to hourly employees not covered by a collective bargaining agreement.

(D) Procedure

1. The employee's pay will be established at the minimum base rate for the higher position or at a rate that is at least seven percent (7%) above the employee's current base for the period the employee occupies the position.

2. When it is necessary to work in a higher classification as specified above, the work shall be offered to qualified employees in the department or area on the basis of seniority on a voluntary basis. If the employee selected is unable to fill the position, the temporary assignment shall again be offered on the basis of seniority on a voluntary basis.

3. When an employee is offered a temporary position outside the bargaining unit, it shall be on a voluntary basis and does not have to be offered by seniority.
<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nagi G. Naganathan, Ph.D. Interim President</td>
<td>Previous 3364-25-112, effective date July 2013</td>
</tr>
</tbody>
</table>

**April 10, 2015**

Date

Review/Revision Completed by:

Vice President and Chief HR Officer

Initial effective date: July 1, 1986

Review/Revision Date: July 1, 2013; September 13, 2013; July 1, 2014; April 10, 2015

Next review date: December 31, 2015