

Name of Policy: Working out of classification Policy Number: 3364-25-112 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses – classified hourly employees not covered by a collective bargaining agreement		 Effective date: September 3, 2025 Original effective date: July 1, 1986	
Keywords: classified, assignment, rate			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(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 due to an absence caused by vacation, illness, leave of absence, or other approved reasons.

(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) Rate and Assignment

- (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 four percent 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 experience and qualifications 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 experience and qualifications on a voluntary basis.

Approved by: <u>/s/</u> James Paul Holloway President Date: 10/26/25 Review/revision completed by: • Senior Associate Vice President & Chief Human Resources Officer • EVP Finance & Administration and CFO • President	Policies superseded by this policy: • None Original effective date: <i>July 1, 1986</i> Review/revision date: <i>July 1, 2003</i> <i>September 13, 2013</i> <i>July 1, 2014</i> <i>April 10, 2015</i> <i>November 22, 2016</i> <i>March 29, 2019</i> <i>October 7, 2019</i> <i>December 21, 2022</i> <i>August 29, 2025</i> Next review date: <i>August 29, 2028</i>
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