


Name of Policy: <u>Working out of classification</u>		 <p>Review date: October 7, 2019</p> <p>Original effective date: July 1, 1986</p>	
Policy Number: 3364-25-112			
Approving Officer: President			
Responsible Agent: Associate Vice President and Chief Human Resources Officer			
Scope: The University of Toledo – All Campuses; Classified hourly employees not covered by a collective bargaining agreement			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	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 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 four percent (4%) 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.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>October 7, 2019</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy: <i>Previous 3364-25-112, effective date November 22, 2016</i></p> <p>Initial effective date: July 1, 1986</p> <p>Review/Revision Date: July 1, 2003; September 13, 2013; July 1, 2014; April 10, 2015, November 22, 2016, March 29, 2019 (review), October 7, 2019</p> <p>Next review date: October 7, 2022</p>
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