

3354:2-20-33 Temporary Assignment Above Classification

<u>CONTINUING Admin. & S/P</u>	<u>TEMPORARY Admin. & S/P</u>	<u>TENURE-TRACK Faculty</u>	<u>NON-TENURE TRACK Faculty</u>
<input checked="" type="checkbox"/> <u>Full-time</u>	<input checked="" type="checkbox"/> <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
<input checked="" type="checkbox"/> <u>Partial-year</u>	<input checked="" type="checkbox"/> <u>Partial year</u>		<u>Part-time</u>
<input checked="" type="checkbox"/> <u>Part-time</u>	<input checked="" type="checkbox"/> <u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
<input checked="" type="checkbox"/> <u>Full-time</u>	<input checked="" type="checkbox"/> <u>Full-time</u>		
<input checked="" type="checkbox"/> <u>Partial-year</u>	<input checked="" type="checkbox"/> <u>Partial-year</u>		
<input checked="" type="checkbox"/> <u>Part-time</u>	<input checked="" type="checkbox"/> <u>Part-time</u>		

(A) Conditions Governing Temporary Assignments Above Classification

- (1) The employee is voluntarily assigned to the higher classification for 20 or more consecutive working days.
- (2) The duties to be performed by the employee during the assignment are specified in writing, in advance.
- (3) The pay grade for the assignment and salary placement of the employee are evaluated in advance by the Vice President for Human Resources and Organizational Development.
 - (a) The salary placement of the employee shall be assigned in accordance with policy 3354:2-20-32, Staff Salary Placement/Salary Adjustment.
- (4) For purposes of salary adjustment, the staff member will be required to work 2,080 hours in the higher classification to be eligible for a salary adjustment in the higher classification.
 - (a) Any hours worked in the higher classification will be added to the number of hours in the lower classification prior to the change in assignment and upon return to the lower classification, the incumbent will be granted the appropriate percentage.

Effective: 03/06/2003

CERTIFIED ELECTRONICALLY

Certification

03/13/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3354
Rule Amplifies: 3354
Prior Effective Dates: 10/6/94, 3/6/03