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| <b>Name of Policy:</b> <a href="#">Working out of classification</a><br><b>Policy Number:</b> 3364-25-112<br><b>Approving Officer:</b> President<br><b>Responsible Agent:</b> Chief Human Resources Officer<br><b>Scope:</b> The University of Toledo – All Campuses; Classified hourly employees not covered by a collective bargaining agreement |                                   |  <b>Effective date:</b> December 21, 2022<br><b>Original effective date:</b> July 1, 1986 |   |
|  | 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.

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| <p>Approved by:</p><br><p><u>/s/</u><br/>Gregory C. Postel, M.D.<br/>President</p><br><p><u>December 21, 2022</u><br/>Date</p><br><p><i>Review/Revision Completed by:<br/>Chief HR Officer, Senior Leadership<br/>Team</i></p> | <p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>None</i></li></ul> <p><b>Initial effective date:</b> July 1, 1986</p> <p><b>Review/revision date:</b> July 1, 2003;<br/>September 13, 2013; July 1, 2014; April 10,<br/>2015, November 22, 2016, March 29, 2019;<br/>October 7, 2019; December 21, 2022</p> <p><b>Next review date:</b> December 21, 2025</p> |
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