

GCCCD

District Services

QUICK REFERENCE

Guidelines for Out-of-Class and Interim Administrative Assignments

General Information

The Quick Reference is based on GCCCD Board policy, Administrative Procedure, collective bargaining agreements, handbooks, California Education Code and Title 5 of the California Code of Regulations. Please see AP7233 for complete instructions and detailed information.

1. Identify work to be performed and classification/title.
2. Determine with Human Resources whether interim or out-of-class category is appropriate (see AP 7233).
3. Contact Human Resources for appropriate salary range and step placement for any potential candidates.
4. Internal candidates for out-of-class and interim assignments must have their supervisors' approval prior to applying for the assignment.
5. Probationary employees may not work in an out-of-class or interim capacity without VCHR approval.
6. Discuss work assignment with employee or external candidate (external candidate applicable to Interim only). Candidates must meet the minimum qualifications for the job. Please attach a resume or brief statement addressing education and experience as it relates to this position.
7. Complete a "Request for Out-of-Classification /Interim Assignment Pay" form (available on Forms Depot). Include specific beginning and end dates and route for appropriate signatures.

Notes:

- Work in an out-of-class or interim assignment may not begin until all appropriate signatures are obtained and you receive confirmation that the assignment has been authorized by Human Resources.
- Human Resources will add interim administrative appointments to the Board docket.
- Employees serving in out-of-class or in an interim capacity do not earn seniority in, or rights to, the position/ higher classification.
- It is the interim employee supervisor's responsibility to keep Human Resources informed of any changes in the out-of-class assignment.
- It is the Supervisor/Manager's responsibility to submit an extension prior to the end of the assignment if the assignment is to be renewed.
- Out-of-class assignments are appropriate for vacancies due to an approved district leave or for open positions; not for vacancies to cover vacation, compensatory time off or training.
- Interim assignments may be made if an open, vacant position is listed on the status of approved recruitments.

Out-of-Class for Classified, Confidential, Supervisory and Management Employees

Out-of-Class applies only to current employees performing at least 51% of the work of an existing position. Out-of-class assignments are intended to be short-term and are submitted in (3) month

increments. After one year, continuation of the assignment must be approved by Chancellors Cabinet. The assignment may be renewed. Approved assignments are paid at the step of the higher classification which provides at least a five (5) percent increase.

Interim Administrative Assignments

An interim appointment may be made if an open and vacant Supervisory, Confidential or Administrative position (not applicable for classified service positions in CSEA) is listed on the "Status of Approved Recruitments." Placement in an interim position will be for the time necessary to recruit and hire; or for a maximum of two years, whichever occurs first. After one year, continuation of the assignment must be approved by Chancellors Cabinet. Interim appointments will be terminated when the assignment reaches two years. Interim assignments are not to be utilized for training, employee vacations or other short term absences of less than 30 days. There are no provisions for extensions.

Union or Meet & Confer Unit Representation During 100% Out-of-Class or Interim Assignment

Employees will be represented by, and pay dues to, the new union or unit.

Please call Human Resources if you need additional assistance.

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