




TO: All City Employees
FROM: John A. Titkanich, Jr., City Manager 
DATE: February 9, 2018
SUBJECT: Revised Working out of Class Policy

Effective immediately, eligibility criteria under Section 3.4 (Working out of Classification) of the adopted Employee Handbook is hereby revised and expressed below:

When employees are designated by their Director, in advance, to work in a higher job classification which requires a greater level of difficulty/responsibility this is called "working out of classification." In the event of a position vacancy of supervisory level, or as determined by City Manager, and an employee is required to serve in and accept the full responsibility for work in a higher management position for a period of 10 consecutive working days or more, such employee shall be placed into an "acting" status and shall receive pay consistent with the promotional pay policy for the extent of the "acting period."

Deputy Directors are not eligible to receive "working out of classification" pay due to Director absences (i.e. scheduled vacations, conferences, etc.). Temporary duty and acting/interim assignments will not result in a change in position title, change in FLSA status, or a change in benefit status. Generally, temporary duty or working out of classification assignments will not exceed three months, and shall end upon onboarding of new staff unless extended by the City Manager.