

Section Staff Higher Salary Grade Level Duties**Adoption Date:** 8/15/19**Revision Date:** 5/08/2024**Sponsoring Unit/Department:** Human Resources**Staff Performing Duties at a Higher Salary Grade Level**

For the Acting Assignment Process – Please see Administrative Procedure AP 2.02.01 Filling Authorized, Vacant, Regular, Staff and Administrator Positions

An employee may be selected to temporarily perform work that is in a higher salary grade level in addition to their regularly assigned duties.

Method of Assignment/Compensation

It is the responsibility of the supervisor to ensure staff is working within the parameters of the assigned budgeted position. An employee may temporarily be assigned duties that are in a higher salary grade level outside the employee's salary grade to meet organizational needs as determined by the supervisor. Requests are submitted by the supervisor or designee using the Higher Level Assignment form. The request should detail the reason for the assignment; the specific duties assigned; the amount of time per week spent in performing the additional duties; and the expected duration of the assignment.

Supervisors are expected to submit the Higher Level Assignment form as soon as possible after duties are assigned. Pay will be retroactive to the first hour of the assignment. Compensation will only be paid retroactively for up to three months from the date of the form submission. Employees and Supervisors are encouraged to both be aware of job duties and initiate the process if appropriate. Employees are encouraged to speak with a Human Resources representative if they have concerns.

Compensation shall be 7.5 percent (7.5%) added to the employee's current regular rate of pay. Assigned duties to cover for the temporary absence of an incumbent may continue until the incumbent returns.

A supervisor will not assign multiple employees to brief periods of higher-level work for the sole purpose of avoiding payment under these provisions.

Performance of higher salary grade duties may count toward meeting the minimum qualifications when applying for regular positions as well as the position being temporarily filled.

If an employee or the supervisor believes the duties or responsibilities of a position have permanently and substantially changed in scope and responsibility since the last review of the position by the Human Resources Department, a request for an individual position review should be initiated in accordance with established College procedures.