

SUBJECT: OUT-OF-CLASS PAY

Policy:

It is the City of Madison's policy to provide a compensation premium to qualified employees temporarily performing work of a higher level job classification. This policy is articulated in Madison General Ordinance 3.38 (19) as well as various bargaining agreements (see applicable contracts for specifics). The purpose of this memorandum is to establish qualifying criteria and relevant procedures necessary to implement this policy.

It should be stressed that out-of-class-pay is meant to apply only to short-term assignments mandated by service requirements. Accordingly, out-of-class-pay shall result from either staffing temporary position vacancies, or in response to unanticipated service demands. Therefore, **long-term out-of-class-pay assignments are inappropriate.**

Procedure:

Prior to authorizing out-of-class pay assignments the hiring authority, or their designee, shall insure that the following criteria are met:

1. The employee is in a compensation group and range eligible to receive overtime premium pay.
2. The work assigned includes the key distinguishing characteristics of the higher level class and constitutes the majority of duties performed during the period (or otherwise meets bargaining agreement criteria). If the hiring authority, or their designee, has questions in this regard it is their responsibility to seek clarification from the Human Resources Department prior to authorizing out-of-class pay.
3. The employee is qualified to perform the work assigned. This would normally be demonstrated by meeting the established minimum qualifications for the higher level class. If the hiring authority, or their designee, has questions in this regard it is their responsibility to seek clarification from the Human Resources Department prior to authorizing the out-of-class pay assignment.

Authority:

The Human Resources Director shall oversee the administration of this policy and shall provide necessary guidance and support to assure consistent application of out-of-class pay provisions.



Susan J.M. Bauman
Mayor

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