
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2508
WORK OUT OF CLASS

WORK OUT OF CLASS – MANAGEMENT

Management Out Of Class pay is intended for those regular district employees requested to temporarily work in a management position in a higher salary classification than the management position they currently hold.

Example: A vice principal at an elementary school is asked to fill in for the principal while he/she is on a leave of absence.

Out of Class pay will begin after an employee has served in the higher management classification for ten (10) days. If the temporary position continues beyond ten days, the differential pay will begin on the eleventh day and be credited retroactively to day one of the assignment for as long as the assignment continues. The rate of pay will be calculated for each individual employee using the District practice of granting a 5% salary increase based on his or her current daily rate.

The process for requesting differential pay requires a personnel requisition and a Differential Pay Request form. Both forms should be attached to each other and follow the same procedure for signature as a typical personnel requisition.

It is important to note that the Out of Class differential pay request must have beginning and ending dates and is only required when the management assignment goes beyond ten days.

OUT OF CLASS PAY – CLASSIFIED

Classified Out of Class pay is intended for those regular district employees requested to temporarily work in a position in a higher salary classification than the position they currently hold due to a vacancy or long term leave.

Out of Class pay is made in accordance with the applicable collective bargaining agreement (CBA). The CBAs state the period(s) of time the temporary assignment covers with respect to pay as well as any step placement with any applicable percentage of wage increase. (CSEA Article 20 (6) and SEIU Article 38)

The process for requesting Out of Class pay requires the completion of a Differential Pay Request form signed by the supervisor and forwarded to Human Resources for approval and processing.

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES
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Fresno, California