

# TAHOE-TRUCKEE SANITATION AGENCY

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## Working Out of Classification Policy

### Purpose

Due to operational needs, the Agency may assign an employee to perform additional duties, outside of their regular job classification, on a temporary and limited basis, while continuing to perform their current duties. In such cases, the Agency may determine that additional pay be provided to the employee above their regular wages/salary consistent with this policy.

### Qualifying Reasons for Working Out of Classification

A Department Manager must make an advanced written request and obtain approval of the General Manager, or Board of Directors, depending upon the position, for a working out of class assignment and resulting additional compensation under this policy. A working out of class assignment is any of the following:

1. Agency management assigns on a temporary basis additional duties and responsibilities that are outside of the employee's existing job classification and are at a higher level of responsibility, such as a special project that may or may not fall within any job classification. The additional duties and responsibilities must be performed by the employee for longer than two weeks of the employee's regular work schedule to qualify as working out of classification.
2. TTSA Management assigns the employee on a temporary basis to perform the majority of the duties/responsibilities of a higher classification, such as when the employee fills in for an employee on an approved leave of absence (excluding vacation leave). The additional duties and responsibilities must be performed by the employee for longer than two weeks of the employee's regular work schedule to qualify as working out of classification.
3. TTSA Management appoints an existing employee into a higher classification on an interim basis during a recruitment for a regular appointment to a vacant position or to fill in for an employee on a leave of absence.

### Duration of Working Out of Classification

Assignments under this policy shall not be used to circumvent the hiring process. Generally, working out of class assignments and the resulting extra compensation will last no longer than 60 calendar days, but may be longer in the event of the need to fill in for an employee on an extended leave of absence, or when an employee receives an interim appointment. Generally, working out of class as an interim appointment during recruitment to fill a vacant position should not exceed 960 hours without advance written approval from the General Manager or Board of Directors (depending upon the level of position).

### Rate of Pay

An employee, once assigned and approved to receive working out of classification compensation, shall generally receive five percent (5%) above their regular wages/salary, for each day the employee works out of classification. Rate of pay exceptions in excess of 5% may be made, based on General Manager approval. In no cases, will the pay be made retroactive.

### Policy Review History

This policy will be reviewed every five (5) years by Human Resources

Original Policy Approval Date: 08/17/22

Policy Revision Date: \_\_\_\_\_