

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-216

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SUBJECT: WORKING ABOVE CLASSIFICATION

POLICY

Employees must meet established criteria to be eligible for working above classification compensation.

PROCEDURES

A. General Guidelines

1. A department head may temporarily assign an employee to perform duties normally assigned to a classification with a higher salary without changing the salary of said employee provided the assignment does not exceed five (5) work days in a 30 calendar-day period; or 20 work days in a 180 calendar-day period.
2. If an employee is assigned to a classification with a higher salary range for more than five (5) work days in a 30 calendar-day period or 20 work days in a 180 calendar-day period, the employee shall be compensated beginning with the sixth day of such above-class assignment at an amount equal to what the employee would receive if promoted to the higher class, or 5% if no class exists.
3. Such assignment must receive approval of the Director of Human Resources. Assignments to cover routine vacation or sick leave absences will not be approved.
4. Vacation or sick leave absences in excess of two (2) weeks shall not be considered routine.
5. Employees who are being paid for working in a higher classification are not eligible for merit increases in the higher classification.
6. Whenever an employee working in a higher classification receives a merit increase in the employee's regular classification or the employee's regular salary is otherwise increased or decreased, the employee's pay for working above class shall be adjusted so that the employee continues to be compensated at the rate specified above.

7. Once an employee establishes eligibility for working above class pay in a calendar year, the employee shall retain eligibility for out of class pay for the remainder of that calendar year.