

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE APPROVED: 11/20/2024	MANUAL	POLICY NO. 4035
APPROVED BY: Board of Directors	POLICY TITLE <b>Out of Class Pay</b>	Page 1-2

**PURPOSE OF POLICY**

It is the policy of Union Public Utility District to establish guidelines and procedures for providing out-of-class pay to Union Public Utility District (UPUD) employees when they are temporarily assigned to perform duties outside their regular job classifications. This policy ensures consistent application of out-of-class pay and supports the fair compensation of employees who assume higher-level responsibilities.

**POLICY STATEMENT**

Employees temporarily assigned to perform the duties of a higher classification (out-of-class assignment) will receive a 5% increase to their base salary for the duration of the assignment, subject to the conditions outlined below.

**ELIGIBILITY**

- Employees must be assigned out-of-class duties by their department head or General Manager.
- The employee must be performing the majority of duties associated with a higher-level classification for at least 5 consecutive working days.
- The out-of-class assignment must be authorized in advance by their department head or General Manager and documented with written approval.

**OUT-OF-CLASS PAY STRUCTURE**

- The employee will receive a 5% increase in their base salary for the duration of the out-of-class assignment.
- The 5% salary increase will be calculated based on the employee's current base salary at the time the out-of-class assignment begins.
- The increase will apply only to the period during which the employee is performing out-of-class duties. Once the assignment ends, the employee's salary will revert to their original base pay.

**DURATION OF OUT-OF-CLASS ASSIGNMENT**

- Out-of-class pay will apply when an employee is assigned to higher-level duties for a period of 5 consecutive working days or more.  
Out-of-class pay will cease immediately upon completion of the assignment, and the employee will

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return to their regular pay rate.

**AUTHORIZATION PROCESS**

1. The General Manager or department head will determine if an out-of-class assignment is required.
2. The employee must be notified in writing of the out-of-class assignment and its anticipated duration.

**EXCLUSIONS**

Out-of-class pay will not apply under the following circumstances:

- Assignments that do not require duties outside the scope of the employee's current classification.
- Assignments lasting fewer than 5 consecutive working days.
- Temporary or incidental tasks performed in addition to an employee's regular duties.