



TEMPORARY CLASSIFIED ASSIGNMENTS

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SESSION OBJECTIVES

This session is designed to provide an overview of each of the following:

- ◆ The four most common types of temporary assignments
 - ◆ Requirements and time limits for each type of assignment
 - ◆ When working out of class pay is required
 - ◆ Options for maximizing the use of temporary assignments
 - ◆ Red flags!
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Four Common Types of Temporary Assignments

- ◆ Limited Term
- ◆ Substitute Limited Term
- ◆ Provisional
- ◆ Provisional Working out of Class – ****SMC Employees Only**

Limited Term Assignments

◆ Requirements

- Must come from a current eligibility or employment list; OR
- Must have previously worked in Limited Term capacity

◆ Time Limits – Cannot exceed:

- 6 months per fiscal year (Education Code/Merit Rules)
- 960 hours per fiscal year (CalPERS)

Provisional Assignments

◆ Requirements

- No current, active eligibility list
- Can be selected from any resource
- Must meet minimum qualifications “in so far as possible”

◆ Time Limits

- 90 working days per fiscal year

Substitute Limited Term Assignments

◆ Requirements

- Can only be used to cover for an employee on leave
- Preferably chosen from an eligibility or employment list

◆ Time Limits

- Until the absent employee returns from leave or separates from the District

Provisional Working out of Class Assignments

◆ Requirements

- No current, active eligibility list
- Can select any permanent employee
- Must meet minimum qualifications “in so far as possible”

◆ Time Limits

- Must exceed 5 working days within 15 calendar day period
- 90 working days per fiscal year; AND
- 90 working days within any 180 calendar day period (CSEA)
- No extension/No exceptions (CSEA)

Salary for Internal Temporary Assignments

Base salary increase similar to salary upon promotion

- Minimum of one step (5%) salary increase
- Not less than the first step of the new salary range

Provisional Working out of Class Assignments - Stipends

- ◆ Higher level responsibilities take up 50% or more of assignment =
100% of stipend
- ◆ Higher level responsibilities take up less than 50% of assignment =
50% of stipend
- ◆ Assignment must exceed 5 working days within a 15 calendar day period to receive any stipend

Salary for Outside Temporary Assignments

◆ Step A

Extensions to Temporary Assignments


Provisional- External/Management

- ◆ Can extend 36 additional working days if a recruitment is in process
- ◆ Can extend indefinitely for continuous recruitments, or positions less than 20 hours per week
- ◆ Can renew assignment each fiscal year; BUT...
- ◆ At 90 days, temp will be ineligible for another full-time provisional assignment for 90 calendar days

Limited Term

- ◆ Can extend indefinitely for continuous recruitments, or positions less than 20 hours per week, as long as assignment does not exceed 960 hours per fiscal year
- ◆ Can renew assignment each year
- ◆ If covering for someone on leave, can extend throughout the leave


Extensions to Provisional Working out of Class Assignments (SMC non-management employees only)

- ◆ No extensions beyond 90 working days per fiscal year
 - ◆ No extensions beyond 90 working days within a 180 calendar day period
 - ◆ No exceptions
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When does assigning additional work require WOC pay?

- ◆ Additional duties are at a higher level
 - Covering for an absent employee or vacant position assigned to a higher-level class
 - Covering increased workload – performing duties which would normally be assigned to a higher classification
- ◆ Assignment exceeds 5 working days within a 15 calendar day period

Maximizing the Use of Temporary Assignments

- ◆ Rotating two or more Provisionals
 - ◆ Working temporary employees for brief assignments - less than five consecutive days
 - ◆ Request eligibility list
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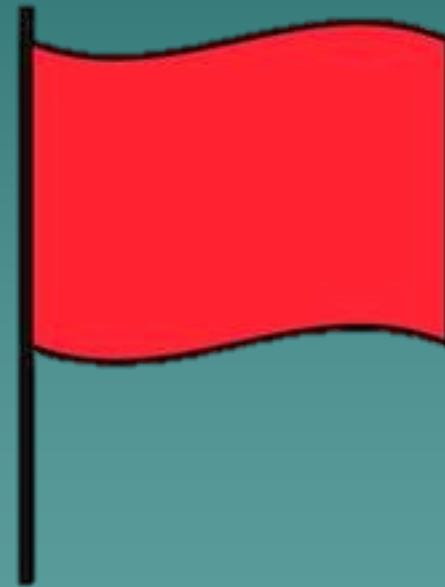
RED FLAGS!

- ◆ It's legal, but there may be unintended consequences...



RED FLAG #1

- ◆ Working an employee out of class repeatedly, 3 – 5 days at a time, to avoid paying a working out of class stipend



RED FLAG #2

- ◆ Selecting the same employee each time a working out of class opportunity comes up



RED FLAG #3

- ◆ Employee selected does not meet minimum qualifications

A red pennant flag with a white border, pointing to the right. The words "RED FLAG" are written in bold, white, sans-serif capital letters across the center of the flag.

RED FLAG

QUESTIONS??

- ◆ Contact Personnel Commission Office at:
 - Long_Carol@smc.edu
 - Monzon_Karen@smc.edu
 - Vasquez_Olga@smc.edu
 - Personnel_Commission@smc.edu
 - (310) 434-4410