

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 932
(Replaces A.D. No. 932 dated 5/11/06)

Effective Date: June 14, 2007

SUBJECT: OUT-OF-CLASS WORKING ASSIGNMENTS

I. PURPOSE

Coalinga State Hospital may at times need to utilize employees who may have specific qualities or abilities that are beneficial to our operations and treatment modalities. Additionally, training should be offered where possible to employees for promotional and contingency reasons.

II. AUTHORITY

As provided for in Memoranda Of Understanding (MOU) and Department of Personnel Administration (DPA) Rule 599.810.

III. POLICY

- A. Employees shall not perform out-of-class work except when such an assignment is:
 - 1. An approved training and development assignment, or
 - 2. Necessary to meet an emergency or other critical short-term (less than 60 days) situation.
- B. The definition of "out of class work" is generally defined as "more than 50% of the time, performing the full range of duties and responsibilities allocated to an existing class and not allocated to the class in which the person has a current legal appointment".
- C. The length of assignment that denotes an out-of-class assignment is defined individually in each employee's MOU. Supervisors are to review the MOU for the most current information.

IV. METHOD

- A. Formal training and development assignments require approval of the Executive Director, Personnel Officer, and the Department Head.
- B. When notified of a pending vacancy, managers shall attempt to plan ahead for refilling the vacancy. If immediate re-hire cannot be made, duties of the position may be adequately performed by division among several employees rather than an out-of-class assignment. A vacancy should be filled through normal hiring procedures as soon as possible. Out-of-class assignments may be appropriate in certain circumstances. Review of alternatives with Personnel Office staff is recommended.

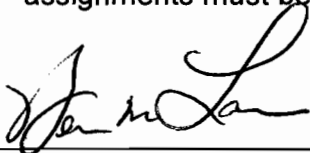
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- C. Managers and supervisors are responsible to ensure that their employees are assigned appropriate duties consistent with the job specifications for the particular class in question. It is recognized that it is necessary for managers to maintain flexibility in the assignment of staff however; all assignments should be carefully reviewed on a continuous basis to avoid out-of-class situations.
- D. All managers and supervisors shall acquaint themselves with the out-of-class provisions contained in the appropriate bargaining unit's labor agreement, as well as with the guidelines issued by DPA regarding extensions of out-of-class assignments past 120 days. The criteria for extensions are stringent, and such extensions are rarely granted by DPA. Managers and supervisors will be held accountable for complying with this directive and may be subject to disciplinary action if they are found to be in violation of its provisions.

V. PROCEDURE FOR AUTHORIZED OUT-OF-CLASS

- A. Before the out-of-class period starts, the manager shall send a letter of justification to the Executive Director via the Personnel Officer for approval. The Personnel Officer will ensure the out-of-class assignment meets approved criteria, has not been filled beyond DPA regulations, and offer recommendation for approval/disapproval to the Executive Director. The original document will be returned to the Personnel Officer for processing. A copy of the document will be sent to the manager involved. No out-of-class assignments are to begin until approved in writing by the Executive Director. (Managers and supervisors who assign or condone out-of-class situations may be subject to adverse action.)
- B. Attached to the memo of justification for an out-of-class assignment, the Manager/Supervisor must include:
 - 1. CSH 002 Out of Class Checklist/Approval
 - 2. Duty statement for the out-of-class assignment
 - 3. Organizational chart for the out-of class assignment

In order to allow sufficient review and processing time, requests for formal out-of-class assignments must be requested no less than fifteen (15) working days in advance.



BEN MCLAIN
Executive Director (Acting)