



Ohio Administrative Code Rule 3364-25-112 Working out of classification.

Effective: [March 31, 2018](#)

(A) Policy statement

An employee may be assigned to temporarily take over the duties of a higher level position because the incumbent in the higher level position will be unable to fulfill those duties because of an absence due to vacation, illness, leave of absence, or other approved reason.

(B) Purpose of policy

The purpose is to advise employees of the process for working out of classification situations.

(C) Scope

This policy applies to hourly employees not covered by a collective bargaining agreement.

(D) Procedure

(1) The employee's pay will be established at the minimum base rate of the higher position or at a rate that is at least four percent above the employee's current base for the period the employee occupies the position.

(2) When it is necessary to work in a higher classification as specified above, the work shall be offered to qualified employees in the department or area on the basis of seniority on a voluntary basis. If the employee selected is unable to fill the position, the temporary assignment shall again be offered on the basis of seniority on a voluntary basis.

(3) When an employee is offered a temporary position outside the bargaining unit, it shall be on a voluntary basis and does not have to be offered by seniority.



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #288830
