

**ARTICLE 24**  
**OUT-OF-CLASSIFICATION ASSIGNMENTS**

**A. TEMPORARY REASSIGNMENT TO POSITIONS WITH A HIGHER SALARY RANGE MAXIMUM**

1. When the University temporarily assigns an employee to perform fully the functions of a position in a higher classification for at least 15 working days or more:
  - a. The employee shall be reclassified to the higher level position or be provided an administrative stipend.
  - b. The employee will be paid at least 4% over his or her current pay rate or the minimum of the higher position's range, whichever is higher. If the employee is temporarily reclassified to a higher position, the salary of the new position shall not exceed the maximum salary of the higher level position.
  - c. Such pay will become effective on the sixteenth day of the assignment retroactive to the first day of the assignment.
2. The University shall determine the duration and end date of such assignment.
3. Such temporary assignment and resulting pay increase, if any, shall not result in the permanent reclassification of the employee.

**B. TEMPORARY REASSIGNMENT TO POSITIONS WITH A LOWER SALARY RANGE MAXIMUM**

1. The University may temporarily reassign employees to positions with a lower salary range maximum.
2. An employee who is temporarily assigned to perform the duties of a position in a lower classification shall continue to receive the employee's regular rate of pay. Such temporary assignment shall not be considered a layoff.