



## PERSONNEL POLICIES AND PROCEDURES

Subject: **HIGHER CLASSIFICATION PAY**

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### I. POLICY STATEMENT

An eligible employee shall be paid additional compensation, as specified in the Salary Resolution, for each hour that the employee is required to perform the full range of duties in a higher-level classification or grade level in which the position is vacant.

### II. PROCEDURES

#### A. Eligibility

1. Employees in classifications represented by the International Association of Machinists and Aerospace Workers and other “non-management” personnel as provided in the applicable Memorandum of Understanding (MOU) are eligible to receive higher classification pay.
2. The higher-level duties must be those of a permanent budgeted position that is vacant because of the temporary absence of the regular employee, or due to resignation, termination or other such action.
3. Employees must perform the full range of duties of the higher classification or grade level to receive higher classification pay.
4. Employees who are temporarily assigned to perform duties not ordinarily attached to their classification for the purpose of training and development, recovery from a medical condition, or rehabilitation are not eligible to receive higher classification pay.

#### B. Qualification Period

1. The qualification period shall be required only once during each year for each assignment to a separate higher classification as designated by the applicable MOU.
2. A permitted absence or an emergency which prevents the employee from performing such duties, shall not be counted as a day of performance of said duties. However, it shall not be deemed an interruption in the computation of the qualification period.

#### C. Authorization Form

An employee or supervisor may complete and submit a Higher Classification Pay Authorization form, prior to the assignment, to the employee's departmental management or designee for approval, or an employee's department may complete and process a Higher Classification Pay Authorization form on behalf of the employee. A Higher Classification Authorization form must be completed each calendar year for each separate higher classification assigned.

**D. Compensation**

1. Higher classification pay, as established in the applicable MOU, shall be paid for all hours when actually performing the full range of duties of the higher classification or grade during the fiscal year in which the employee completed the qualification period.
2. Higher classification pay shall be paid retroactive to the first day of the 40-consecutive hour qualification period.

**III. REFERENCES**

- A. Memorandum of Understanding (MOU) between the City of Long Beach and the International Association of Machinists and Aerospace Workers: Article II, Section V - Higher Classification Pay
- B. MOU between the City of Long Beach and the Long Beach Association of Engineering Employees: Article II, Section V – Higher Classification Pay.
- C. MOU between the City of Long Beach and the Long Beach Association of Confidential Employees: Article II, Section IV – Higher Classification Pay
- D. Salary Resolution: Section 25 - Higher Classification Pay
- E. Payroll Personnel System Procedures Manual: Payroll Processing and Forms Preparation, 5.2.3 Extra Compensation - Payroll Time Record - Daily Entry Codes

**IV. APPENDICES/FORMS**

Higher Classification Pay Authorization form

KB:GRJ

Higher Classification Pay Authorization form - IAM