

**Policy 3.35 Out-of-Class (Acting) Assignments and Compensation**

It is the policy of the Peralta Community College district to permit out-of-class (acting) assignments and provide out-of-class compensation only in accordance with applicable provisions of the Education Code, union contracts, and District policies and procedures. Such procedures will:

1. Prohibit out-of-class (acting) assignments which have not been reviewed and given prior written approval by the Chancellor or his designee, and
2. Limit the length of out-of-class (acting) assignments to six months. (In cases of extraordinary District need, which cannot be met through other available staffing alternatives, exceptions to this limitation may be approved by the Chancellor or his designee.)

Out-of-class (acting) assignments and compensation are appropriate only when a temporary assignment change requires an employee to carry out duties and responsibilities which, in combination, constitute a higher level than that of the employee's regular class. (As used in this policy, the term "level" refers to ranges on Board-approved salary schedules.)

Out-of-class (acting) service does not give an employee seniority, a right to permanent status, or a right to employment in the class or position of the out-of-class assignment. An employee who has served in a position on an out-of-class basis cannot be appointed to that position on a regular basis except in accordance with District procedures.

The Chancellor will develop procedures for implementation of this policy.  
(See Procedures section of this Manual.)

**Source of Law:**

Approved by Board of Trustees: March 2, 1982