

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: OUT OF CLASS APPOINTMENT

Section: FILLING OF VACANCIES APPOINTMENTS –
TIME LIMITED

Number: V.1.B.10

Date Issued: March 31,
2019

Date

Revised:

PURPOSE:

To identify employees that are temporarily working at a higher level while the higher-level position is vacant, and a recruitment is underway.

LEGAL BASIS:

Assembly Bill 1487

Government Code 20480

POLICY:

- I. Out of Class appointments ensure that employees do not work more than 960 hours in a fiscal year, when performing the full scope of a vacant position during recruitment.
- II. Out of Class appointments only apply to budgeted positions that are vacant and funded.
- III. The Out of Class appointment can be made on a provisional basis or through a Special Assignment differential.
- IV. Multiple Out of Class appointments count toward the 960-hour limit in a fiscal year.

PROCEDURE:

- I. Operating Department - Prepares and submits:
 - A. Completed Special Assignment differential (if appropriate).
 - B. completed Action Form for the Out of Class appointment (i.e. Provisional)/Special Assignment differential with employee status change.
- II. Personnel Department:
 - A. Verifies the requirements for the Provisional appointment are met and/or that the Special Assignment Differential is for a vacant position.
 - B. Checks reports to ensure employees are not exceeding the 960-hour limit in a fiscal year.
 - C. Annually, notify CalPERS of the employees working in out of class assignments and hours they worked.
- III. If the 960-hour limit is exceeded there are significant fines that the County can be charged.