



PERSONNEL POLICIES AND PROCEDURES

SECTION 200

Classification, Compensation and Hours of Work

Table of Contents

Pay Policy	201
Pay Days	202
Interim Check Policy	203
Initial and/or Base Rates of Pay.....	204
Pay Rate in Promotion.....	205
Pay Rate for Lateral Transfer	206
Pay Rate in Demotion.....	207
Pay Rate upon Reclassification	208
Pay Rate in Progression	209
Pay Rate for Part-Time Service	210
Out-of-Classification Job Assignments	211
Standby Compensation and On-Call Status	212
Shift Differentials	213
Supervisory Pay Differential	214
Mileage Allowance.....	215
Pay Rate for Leave.....	216
Pay Increases for Non-Sworn Employees	217
Administration of Non-Sworn Wage Increases.....	218
Hours of Work and FLSA Overtime	219
Overtime.....	220
Flex-Time and Alternate Work Schedule	221
Classification System Administration	222
Final Pay for Deceased Employees.....	223
Other Compensation, Gifts, Donations or Honoraria.....	224
Pay Actions Not in Conformance with Preceding Sections	225

PERSONNEL POLICIES AND PROCEDURES211. Pay for Out-of-Classification Job Assignments

- .1 A department head or designee may offer out-of-class assignments to interested employees who meet the minimum qualifications of the position. Employees assigned to such positions are expected to perform the job duties in accordance with performance standards set forth by the department head or designee.
- .2 Out-of-classification pay is granted to an employee when:
 - .21 OT employees and AT 32 employees or below are eligible for out-of-classification pay when temporarily assigned by their appropriate supervisor to work in a different and higher-rated job classification. The employee shall be paid at the higher rate for time actually worked in the higher classification. If the assignment is for less than four (4) hours duration, then no pay change shall be made.
 - .22 AC, AT-36 and above, CA, CS, EC-06, EX, IS, IT, and ST employees are eligible for out-of-classification pay subject to the following provisions;
 - .221 Employees are performing out-of-classification tasks that involve at least 75% of the key job responsibilities of the higher/lateral level position as reasonably determined by the department head or designee; and
 - .222 A higher grade level or an equivalent or lateral pay grade position is vacant by reason of termination, resignation, retirement, death, or an employee's continuous absence. The position must be budgeted and/or approved to be filled; and
 - .223 The position vacancy (or employee's continuous absence) extends for a period more than five (5) consecutive workdays for any EX-36 (or equivalent) positions or below. Out-of-classification pay shall begin on the sixth work day of filling a vacancy or absence;
 - .224 The position vacancy (or employee's continuous absence) must extend for a period more than twenty (20) consecutive workdays for any EX-40 (or equivalent) positions and above. Out of classification pay shall begin on the twenty-first work day of filling a vacancy or absence; and
 - .23 The employee meets the minimum qualifications of the vacant position.
- .3 Notwithstanding .2 above, out-of-classification pay is not provided to employees for working within their own progression family. Such job assignments within progression families are considered a developmental growth opportunity. An employee's job assignment determined by the supervisor to be in-service

training for advancement does not qualify the employee for out-of-classification pay.

- .4 The department head or designee should notify the employee in writing prior to the work out-of-classification assignment if they have been approved to receive out-of-classification pay.
- .5 Out-of-classification assignments are paid in accordance with pay rates involving promotion (See Section 205 – Pay Rate in Promotion). The Human Resources Department and the department head or designee will agree upon the rate of 10% or minimum of the pay range, unless the employee is working an equivalent or lateral pay grade position for which they will receive 5%.
- .6 Out of classification assignment shall not be broken nor shall employees be relieved from an out of classification assignment solely for the purpose of avoiding out of classification pay.
- .7 Out-of-classification pay is not paid retroactively.
- .8 Employees are not eligible for out-of-classification pay for more than thirty (30) workdays per year without the approval of the Personnel Director or designee.
- .9 If out-of-classification pay is provided due to an existing vacancy, the vacancy should be filled through the normal recruitment process as soon as possible. No out of classification pay will be extended beyond thirty (30) workdays if the position has been approved to fill and the department has not submitted a requisition to Human Resources to begin filling the position.
- .10 Employees designated to work out-of-classification are returned to their previous job classification, duties and rate of pay when the vacant position is filled, when the absent employee returns to full or part-time duty or when the Personnel Director or designee does not approve or extend the out-of-classification assignment as described in .8 and .9 above.
- .11 Non-exempt employees who work an entire workweek in an out-of-class assignment in an exempt position are not eligible for overtime for that workweek. In any workweek in which the non-exempt employee is paid for a partial week of out-of-classification pay in an exempt position, the employee is eligible for overtime for that workweek.
- .12 After a non-exempt employee has completed two consecutive weeks of out-of-classification assignment in an exempt position, the Department should complete a Personnel Action (PA) to change the employee's status to exempt within the payroll system. The effective date of this change will be the first date of the next available pay period after the completion of two consecutive weeks. After this change is effective, the employee will only maintain time records required of an exempt employee. After conclusion of the out-of-classification assignment, the Department will submit a Personnel Action (PA) to return the employee to a non-exempt status. The employee should then resume maintaining time records required of a non-exempt employee.

- .121 Any employee performing out-of-classification duties for more than thirty (30) days must have an out-of-classification pay application completed by their department head or designee. After each (30) thirty-day period the department head or designee should present to Human Resources a new out-of classification pay application. The form can be located on the City of Tulsa website at: <https://www.cityoftulsa.org/government/departments/human-resources/forms>. Completed forms should be attached to a personnel action form and sent through Munis with out of class pay as the actions item.
- .13 An employee receiving out-of-classification pay should be paid for leave taken during the assignment according to the provisions in 216.
- .14 Employees who have been approved for out of classification pay for more than 6 months will be reviewed by Human Resources and the department to determine if the employee's pay should be adjusted and out of class removed. Any permanent adjustment should be justified in writing and approved by the department head, Personnel Director and the Mayor.