

Nassau County Board of Commissioners EMPLOYEE POLICIES & PROCEDURES MANUAL		
Effective: 11/01/2013	Revised: 10/01/2017	Page 1 of 1
Section 8: Non-Union Salary Plan		8.09 Working Out of Class

In order to cover vacation periods of other employees, vacancies and/or similar occurrences, a non-union employee may be assigned temporarily to a classification with a different pay grade.

If a non-union employee is temporarily assigned to a position for a period of five (5) working days or longer, the employee may be eligible for a temporary pay adjustment according to the following schedule:

1. If the pay grade of the temporarily assigned position is less than the employee's pay grade, the employee will receive his/her normal rate of pay.
2. If the pay grade of the temporarily assigned position is greater than the employee's pay grade, the employee shall be paid the minimum pay rate for the assigned position or his/her normal rate of pay plus seven percent (7%), whichever is greater.

Pre-approval for this pay increase is required by the County Manager or Assistant County Manager. Forms for requesting this can be obtained from Human Resources.

No employee should work out of class for more than six (6) months, however extensions may be granted at the approval of the County Manager. This type of assignment is of a temporary nature and can be rescinded unilaterally by the County and does not constitute a promotion.