



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.61	
TO:	All Department/Division Heads
FROM:	Timothy C. Hansley, City Manager
SUBJECT:	Procedure for Authorizing Employees to Work Out of Assigned Classification
DATE:	November 9, 2000
New Administrative Order	

I. PURPOSE

The purpose of this Administrative Order is to establish a reporting/approval procedure for employees to work outside of their assigned job classifications. As the organizational growth continues, maintaining the integrity of the Classification structure is critical. Therefore, it is necessary to establish an administrative procedure which allows for centralized monitoring and enforcement of the Classification system. It is the intent of this Administrative Order to establish a method for such monitoring and enforcement. This Administrative Order shall be applicable to all non-union personnel of the City. Questions regarding this Administrative Order should be directed to the Division of Human Resources/Procurement.

II. LEGISLATIVE AUTHORITY

The Code of Personnel Practices & Procedures (Section 3.07 – Handbook Version/Section 33.25 – Codified Version) addresses issues related to the maintenance of the Classification system and specifically requires the following:

“Department/Division Heads shall report changes in the duties and recommend and request any appropriate change in Job Descriptions. It is the responsibility of the Department/Division Heads to implement existing Job Descriptions and those changes in Job Descriptions approved by the City Manager. If changes become permanent and of such a nature to require it, the position may be reallocated to the appropriate classification.”

Based upon this section of the Code, Department/Division Heads should not allow their employees to arbitrarily work outside the scope of their assigned job classifications on a consistent, on-going basis; prior approval should first be obtained. As part of their management responsibilities, Department/Division Heads should monitor the duties performed by their employees to ensure that the integrity of the Classification System is maintained. Employees should not be permitted to arbitrarily work outside the scope of their assigned classifications in the hope of later being reclassified to a higher-level classification.

III. PROCEDURE

The administration/enforcement of the above referenced section of the Code, as well as the following procedures, is hereby delegated to the Director of Human Resources. When, as reflected in Section II of this Administrative Order, conditions exist in which the Department/Division Head feels it necessary for an employee to work out of his/her assigned classification on a consistent, on-going basis, adherence to the following procedure shall be required:

NOTE: Department/Division Heads are advised that non-compliance with this procedure shall preclude the position in question from being reclassified in the future. The procedures within Administrative Order 2.59 (“Position Reclassification Procedures”) shall not be invoked without there being a record of prior approval to work outside the individual’s assigned classification.

- A. When a Department/Division Head believes, for good reason, it is necessary for an employee to work outside the scope of his/her job classification on a consistent, on-going basis, the Department/Division Head shall report such, in writing, to the Director of Human Resources via the attached form. Among other items on this form, there is a section requiring an estimate as to the length of time the employee is expected to work outside the scope of his/her assigned classification.
- B. The Director of Human Resources shall review the situation involving the need for such work to be performed outside the employee’s established Job Classification and shall make a determination regarding whether “good reason” exists and whether such is in the “best interest of the organization”. If necessary, on a case-by-case basis, the Director of Human Resources may consult with the City Manager regarding peculiar situations.
- C. If, in the judgment of the Director of Human Resources, there is a need for further explanation on the part of the Department/Division Head, the Director of Human Resources will schedule a meeting with the Department/Division Head to gather further information.

- D.** The Director of Human Resources shall either approve or disapprove the request and provide a reason for his/her decision. A copy of the form containing his/her decision shall be provided to the Department/Division Head.
- E.** The Division of Human Resources shall maintain a centralized record-keeping system, on an annual basis, containing all requests/responses. It should be re-emphasized that unless there is a record of past approval(s), in this centralized system, to work outside the scope of one's Classification, the employee shall not be eligible for reclassification at a later date.



CITY OF DUBLIN

REQUEST TO WORK OUTSIDE ASSIGNED CLASSIFICATION

Division Head Request

Employee's Name:

Today's Date:

Department/Division:

Employee's Current Assigned Classification:

Date when Employee is to begin work outside of his/her assigned classification:

Estimated Length of time employee is to work outside his/her assigned classification:

Explain in full detail the nature of work which is outside the employee's assigned classification: (Provide attached pages, if necessary.)

CONTINUED ON OTHER SIDE

Division Head Request (continued)

Explain the reasons why performing such work would be in the best interest of the organization? Please provide sufficient supporting documentation. (Provide attached pages, if necessary.)

What situation/event occurred which influenced you to consider allowing the employee to work outside his/her assigned classification? (Provide attached pages, if necessary.)

Division Head Signature

Date

DEPARTMENT HEAD REVIEW

I concur with the Division Head's recommendation for the following reasons:

Department Head Signature

Date

DIRECTOR OF HUMAN RESOURCES REVIEW

Date of any follow-up meetings with Department/Division Head:

Approved

Disapproved

Reasons for Approval/Disapproval:

Director of Human Resources Signature

Date