

Lakeland Community College

POLICY TITLE:	TEMPORARY ASSIGNMENT ABOVE CLASSIFICATION
POLICY NO:	3354-2-20-33
ORIGINALLY APPROVED DATE:	10/06/94
REVISED DATE:	10/31/25, 03/06/03
EFFECTIVE DATE:	10/31/25
NEXT REVIEW DATE:	10/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all full-time, partial-year, and part-time administrative, supervisory/professional, and staff employees.

A. Conditions Governing Temporary Assignments Above Classification

1. The employee is voluntarily assigned to the higher classification for 20 or more consecutive working days.
2. The duties to be performed by the employee during the assignment are specified in writing in advance.
3. The pay grade for the assignment and salary placement of the employee will be evaluated in advance by the Chief Human Resources Officer.
 - a. The salary placement of the employee shall be assigned in accordance with policy 3354-2-20-32, Staff Salary Placement.
4. For purposes of salary adjustment, the employee will be required to work 2,080 hours in the higher classification to be eligible for a salary adjustment in the higher classification.
 - a. Any hours worked in the higher classification will be added to the number of hours in the lower classification prior to the change in assignment, or upon return to the lower classification, the incumbent will be granted the appropriate percentage.