

CITY OF BRANSON, MISSOURI  
ADMINISTRATIVE RULES

RULE NUMBER 3 REFERENCING ARTICLE 3 OF THE HUMAN RESOURCES MANUAL  
AMENDED 5- 1-2010, 7-13-2011, 7-10-2012

A RULE PERTAINING TO **OUT-OF-CLASS AND ACTING ASSIGNMENT PAY**

**Section 1. Purpose**

To provide, under the conditions described below, that when classified employees are assigned the duties and tasks of positions in a higher pay range they shall be compensated accordingly.

- A. Regular employees may be required to perform duties not contained within the class specifications for the position in which they are currently employed.
- B. Regular employees may be required to work an unlimited number of hours in an out-of-class status.
- C. Directors and the Human Resources Director shall determine that individuals selected to perform out-of-class work or who have been given an acting assignment are qualified to perform assigned duties and tasks. All out-of-class and acting assignments shall be made only after approval of the City Administrator.

**Section 2. Compensation for Out-of-Class Work and Acting Assignments**

- A. If the employee performs all of the duties assigned of a higher classification for a period greater than fourteen (14) consecutive calendar days (120 hours for firefighters), except as noted in B. below, the employee shall be compensated at the greater of the following for every consecutive calendar day worked out-of-class thereafter:
  - (1) The base rate of the position in the higher classification.
  - (2) At a rate of 5% greater than the employee's current rate of pay.
- B. If an employee is placed in an acting assignment to fill a position vacated by an employee, to fill a position of an employee on extended authorized leave, or to temporarily fill a significant portion of a newly created position, that employee shall begin receiving all special pay and/or benefits given for the position in which the employee is serving the acting assignment from the time of assignment.

### **Section 3. Special Conditions**

No employee shall refuse to perform duties assigned by the employee's supervisor or such employee shall be subject to the disciplinary actions contained within the Human Resources Manual.

### **Section 4. Return to Normal Duties**

An employee who has been performing out-of-class or acting assignment duties shall be returned to the employee's regular or normal duties and pay once the out-of-class or acting assignment is completed.