



November 21, 2023

To: EMPLOYEE

From: SUPERVISOR/MANAGER

Re: ASSIGNMENT TO HIGHER LEVEL CLASSIFICATION OF [JOB CLASSIFICATION], EFFECTIVE NOVEMBER 25, 2023

This confirms that effective Sunday, November 25, 2023, you are temporarily assigned the full range of duties of the higher-level position of [JOB CLASSIFICATION] in the [DIVISION] of the [AGENCY/DEPARTMENT]. You will continue to perform in this capacity until further notice.

Pursuant to Section 6-5 Temporary Assignment to Higher-Level Vacancy of the Alameda County Salary Ordinance, you will receive out-of-class pay. I have prepared a memorandum requesting that the 60-day qualifying period be waived and that you begin receiving higher-level compensation effective November 25, 2023, the first day of your assignment. Upon approval of this waiver, your new salary will be \$XX.XX hourly / \$XXXX.XX biweekly.

Should you have any questions regarding this information, please let me know.

Attachment: Salary Ordinance Section 6-5

cc: Auditor Controller's Agency  
Agency/Department Director  
Personnel File

County of Alameda  
Salary Ordinance

**SECTION 6-5. TEMPORARY ASSIGNMENT TO HIGHER-LEVEL VACANCY**

An employee specifically assigned on a temporary basis to a higher-level position in which there is no appointed incumbent or in which the appointed incumbent is on paid or unpaid leave, shall be compensated at the pay rate for the higher-level position if the service in such position exceeds 10 days in any 12 month period, which payment shall be retroactive to the first day of such services; provided however, that the full range of duties of the higher-level position has been specifically assigned in writing by the Department Head or his/her designee. The rate of pay pursuant to this section shall be calculated as though the employee had been promoted to the higher level position. However, the rate of pay for non-elected Board of Supervisors (BOS) interim department head assignments will be set at the Board's discretion up to the top of range, for the following Job Codes 0035SE, 2950SE, 4190SE, 3260SE, 0190SE, 5050SE, 0295SE, 1849SE, 3170SE, 2055SE, 3140SE, 6150SE, 1005SE, and 6085SE.

The provisions of this section shall apply to a person employed in a position designated EM, SM, PA, CA, MA or M while temporarily assigned to a higher level designated EM, SM, PA, CA, MA or M position, provided that the assignment is for a period of at least 60 consecutive work days. The County Administrator and Director of Human Resource Services may waive or reduce the requirement that the employee be assigned to higher level position for a period of at least 60 consecutive work days in those instances in which they determine that the requirement is likely to impair efficiency or result in a serious inequity. However, the 60-day consecutive workday waiting period shall be deemed automatically waived for non-elected BOS interim department head assignments serving in the following Job Codes 0035SE, 2950SE, 4190SE, 3260SE, 0190SE, 5050SE, 0295SE, 1849SE, 3170SE, 2055SE, 3140SE, 6150SE, 1005SE, and 6085SE. (BOS approved [10/26/21](#))