

**HUMAN RESOURCES  
OFFICE OF WORKFORCE PLANNING AND SELECTION  
OUT-OF-CLASS EXPERIENCE FOR EXAMINATION PURPOSES**

An Out-of-Class (OOC) assignment is an assignment where an employee is performing duties not consistent with the employee's classification of appointment. An example would be a Correctional Officer performing the duties of a Correctional Sergeant. The employee would perform the full range of duties of the higher classification and the duties must consist of more than 50 percent of the employee's time. An OOC assignment can be used when there is an organizational need to fill a position temporarily.

Employees can use OOC experience to meet minimum qualifications for examinations. There are two types of OOC experience that will be accepted; paid and non-paid experience. In each case, employees must obtain verification of the OOC experience. A list of what is required to meet the minimum qualifications for examination purposes is listed below:

**Paid** OOC experience will be accepted if it meets **all** of the following criteria:

- Must be pre-approved (memorandum from the Personnel Office placing the employee on an OOC assignment).
- The employee performed the OOC duties for the appropriate amount of time per their Memorandum of Understanding.
- An approved Completion of Out-of-Class memorandum completed by the Personnel Office.
- An OOC Assignment memorandum documenting the completion of the OOC duties approved by the Personnel Office

**NOTE:** A copy of the documents listed above must be submitted with the employee's application for the examination for which they are applying. OOC experience will not be accepted to meet the minimum qualifications for an exam if these documents are not submitted with the employee's application.

**Non-paid** OOC experience will be accepted if it meets **all** of the following criteria:

- Employee made a written request **no later than one year** from the last date the OOC duties were performed, consistent with State Personnel Board (SPB) Rule 212.
- The employee performed the OOC duties for 30 consecutive days, consistent with State Personnel Board (SPB) Rule 212.
- An OOC memorandum documenting the completion of the OOC duties for exam purposes approved by the Personnel Office.

**NOTE:** A copy of the approved OOC memo must be submitted with the employee's application for the examination for which they are applying. OOC experience will not be accepted to meet the minimum qualifications for an exam if these documents are not submitted with the employee's application.

It is in the best interest of the employee to ensure that any OOC experience performed is documented by the Personnel Office. Unfortunately, any undocumented OOC experience will not be accepted. If you have questions regarding the OOC process, please contact your Personnel Office.

July 7, 2010