


CITY OF INDIO
MEMORANDUM

TO: Bryan Montgomery, City Manager

FROM: Andrew Ansoorian, Director of HR & Risk Management 

DATE: September 29, 2025

SUBJECT: Amendment to the MCU Plan: Working-Out-of-Class

Staff are recommending the following amendment to the Compensation and Benefits Plan for MCU employees to provide parity with the working-out-of-class language found in the employees' association MOUs:

6. Working Out of Class

No employee shall be required to perform duties that are not closely related, both in kind and in level of responsibility, to duties formally assigned to positions within their job class except on a short-term, temporary or emergency basis.

Whenever the needs of the City require a permanent employee (not probationary) to temporarily perform the duties of a higher classification than that which the employee is currently assigned, the employee shall receive at least an additional five percent (5%) compensation above his/her existing base pay rate or the minimum of the "out of class" salary level (whichever is greater) after the employee works ten (10) consecutive working days retroactive pay to day 1 or exceeds twenty (20) cumulative working days working out of class within a six (6) month period of time.

A permanent employee appointed to an acting appointment or working out-of-class who is eligible to receive pay for merit step increases in their permanent position during the time period he/she works out-of-class shall not be eligible to receive pay for merit step increases while serving in the higher classification.

In the case of an employee assigned to work out-of-class while the City is recruiting for a vacant position, the employee may not work in an acting capacity more than one hundred twenty (120) working days (or 960 hours) in a fiscal

year, pursuant to Government Code Section 20480. Employees serving in an acting capacity for an employee who is on medical or administrative leave may not work more than one hundred twenty (120) days except with the written authorization of the City Manager or designee.

The employee selected to work out-of-class must provide his/her written consent to perform in the acting capacity and shall also indicate acknowledgment that he/she will be returned to his/her appropriate salary range and step upon return to his/her normal position.

APPROVED BY:

CITY OF INDIO

Bryan Montgomery, City Manager

Date

