

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Out-of-Title Work

CHAPTER: VI

SECTION: 8

EFFECTIVE DATE: 1/81

REVISION DATE: 8/06, Modified for the B&ECPL Effective 1/1/15

I. STATEMENT OF POLICY

According to Section 61.2 of the Civil Service Law, out-of-title work is prohibited.

Section 61.2 states:

"No person shall be appointed, promoted or employed under any title not appropriate to the duties to be performed and, except upon assignment by proper authority during the continuance of a temporary emergency situation, no person shall be assigned to perform the duties of any position unless (s)he has been duly appointed, promoted, transferred or reinstated to such position in accordance with the provisions of this chapter and the rules prescribed thereunder."

II. GUIDELINES

A. Assigning Out-of-Title Work

1. An appointing authority or supervisor is prohibited from assigning an employee to out-of-title work on a continuous basis.
2. It is permissible for an appointing authority or a supervisor to assign

an employee to out-of-title work in the event of a legitimate emergency situation. Examples include replacement in case of sickness, injury, vacation, or any absence which is limited in duration.

B. Credit for Out-of-Title Work

In accordance with Civil Service Law, no service credit may be granted in any promotional examination for time served in out-of-title work.