Administrative Procedure

Chapter 7 – Human Resources

AP 7233 – CLAIMS FOR WORK OUT OF CLASSIFICATION

Classified employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board of Trustees unless the duties reasonably relate to those fixed for the position, for any period of time that exceeds five working days within a 15-calendar-day period except as authorized in these procedures.

An employee may be required to perform duties inconsistent with those assigned to the position for a period of more than five working days if their salary is adjusted upward for the entire period they are required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside their normal assigned duties.

Also see the Collective Bargaining Agreements (CBA)/Handbooks for applicable employee groups. If there is any conflict between this procedure and the applicable CBA, the CBA provisions shall prevail.

Reference: Education Code § 88010.

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