
Administrative Procedure
Chapter 7 – Human Resources

AP 7233 CLAIMS FOR WORK OUT OF CLASSIFICATION

Reference:

Education Code Section 88010

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 (5) working days within a fifteen (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 (5) working days if his/her salary is adjusted upward for the entire period he/she/they is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his/her/their normal assigned duties.

Also see the Personnel Commission's Rules and the collective bargaining agreements for applicable employees.

Approved: November 8, 2023

(This is a new procedure)