



ADMINISTRATIVE PROCEDURES

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 the employee's salary is adjusted upward for the entire period the employee is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside the employee's normal assigned duties.

See also the applicable collective bargaining agreement.

References: Education Code Section 88010

President's Cabinet Approved: October 10, 2018