

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 7233 Claims for Work out of Classification

Reference: Education Code Section 88010; collective bargaining agreements

Classified employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board 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 his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

Approved by Superintendent/President: _____ -

Note to reviewers: This is legally required, but not if it's in the CBAs. We include to state legal standard where there is no CBA or where the standard is not completely stated in the CBA