



Policy

7233 Claims for Work out of Classification

The Chancellor shall ensure procedures are enacted, as authorized and outlined in the collective bargaining agreement, regarding claims for working out of classification.

References:

Adopted: November 10, 2021

Last Reviewed: November 10, 2021

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Administrative Procedure

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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 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 the procedures outlined in the California School Employees Association (CSEA), Chapter 420, Collective Bargaining Agreement.

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.

References:

Education Code Section [88010](#); [CSEA Collective Bargaining Agreement](#)

Procedure Last Revised: November 10, 2021

Last Reviewed: November 10, 2021