



AP 7233 WORK OUT OF CLASSIFICATION

References:

Education Code Sections 88009 and 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 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 by the Board of Trustees 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.

This is also commonly referred to as “temporary upgrade pay” for Payroll’s purposes in its communication with CalPERS.

Date Approved: March 25, 2016