

Human Resources

AP 7233 WORK OUT OF CLASSIFICATION

Reference:

Education Code, Section 88010

Government Code, Section 20480

An out-of-class assignment shall not exceed a total of 960 hours in each fiscal year. For purposes of this section, "out-of-class assignment" means an appointment of an employee to a higher classification by the Board of Trustees in a vacant position for a limited duration. A "vacant position" refers to a position that is vacant during recruitment for a permanent appointment. Vacant position does not refer to a position that is temporarily available due to another employee's leave of absence.

Classified Employees

Temporary out-of-classification work assignments lasting longer than forty-five (45) calendar days must be approved in advance by the Board of Trustees.

The procedures for out-of-classification work will be established through the collective bargaining process and maintained in the collective bargaining agreement. All new classified employees shall have the option to receive a hard or electronic copy of the collective bargaining agreement. A copy of the collective bargaining agreement will be maintained on the District's website.

Confidential Employees

Temporary out-of-classification work assignments lasting longer than forty-five (45) calendar days must be approved in advance by the Board of Trustees.

A confidential employee required to work in a higher classification with prior approval of the employee's immediate manager will qualify for out-of-classification pay if the employee works out of classification for five (5) workdays or more within a 15 calendar-day period. The employee will have his/her/their salary adjusted upward for the entire period he/she/they is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his/her/their normal assigned duties. Salary adjustments will be made so that the employee is placed on the lowest step of the higher classification resulting in at least a five percent (5%) increase in pay (but not lower than Step 2 unless the employee is currently on Step 1).

These procedures will be maintained in the Confidential Employees' Handbook and all new confidential employees shall have the option to receive a hard or electronic copy of the Handbook. A copy of the Confidential Employees' Handbook will be maintained on the District's website.

Management Employees

Management employees may be eligible to receive compensation for work that is out of classification. The management employee and/or his/her/their immediate supervisor may make a request to the President/Superintendent for such compensation which will be considered on a case-by-case basis. The President/Superintendent will make all recommendations for additional compensation to the Board of Trustees.

All management assignments for additional compensation must be approved in advance by the Board of Trustees and must be for a defined purpose and defined period of time.

This procedure will be maintained in the Management Employees' Handbook and all new management employees shall have the option to receive a hard or electronic copy of the Handbook. A copy of the Management Employees' Handbook will be maintained on the District's website.

Office of Primary Responsibility: Vice President, Human Resources

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