

**Human Resources**

1 **AP 7233 WORK OUT OF CLASSIFICATION**

2 **Reference:**

- 3 Education Code, Section 88010
- 4 Government Code, Section 20480

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

11 **Classified Employees**

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

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

19 **Confidential Employees**

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

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

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

35 **Management Employees**

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

41 All management assignments for additional compensation must be approved in advance  
42 by the Board of Trustees and must be for a defined purpose and defined period of time.  
43 This procedure will be maintained in the Management Employees' Handbook and all new  
44 management employees shall have the option to receive a hard or electronic copy of the  
45 Handbook. A copy of the Management Employees' Handbook will be maintained on the  
46 District's website.

47 Office of Primary Responsibility: Vice President, Human Resources

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**Date Approved: December 10, 2008**

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**Date Reviewed: May 15, 2019**

*(Replaces former Cerritos CCD Policies 7311 and 7109)*