

Human Resources

1 **BP 7233 WORK OUT OF CLASSIFICATION**

2 **Reference:**

3 Education Code, Section 88010

4 Government Code, Section 20480

5 It is the intent of the Board of Trustees that no classified, confidential, or management
6 employee will work out of classification for an indefinite period of time and that out-of-
7 classification work assignments will be temporary as prescribed in the Education Code
8 and Government Code.

9 The Board of Trustees authorizes the President/Superintendent to establish and maintain
10 procedures for classified, confidential, and management employees who work out of
11 classification. The procedures for classified employees who work out of classification are
12 established and maintained in the collective bargaining agreement. The procedures for
13 confidential employees who work out of classification are maintained in the Confidential
14 Employees' Handbook. The procedures for management employees who work out of
15 classification are established and maintained in the Management Employees' Handbook.

16 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

Date Revised: April 22, 2019

Date Reviewed: May 15, 2019

(Replaces former Cerritos CCD Policies 7311 and 7109)