

Human Resources

AP 7233 CLAIMS FOR WORK OUT OF CLASSIFICATION

Reference:

Education Code Section 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 by their immediate supervisor to perform duties inconsistent with those assigned to the position for a period of more than five working days if his or her salary is adjusted upward for the entire period he or she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his or her normal assigned duties.

When an employee is required by their immediate supervisor to work out of their current classification, the area manager shall submit a "Differential Pay Request Form" to the Diversity and Human Resources department. All requests shall be submitted in advance, when feasible, for review and approval by the Human Resources Administrative Manager and the Vice Chancellor, Diversity and Human Resources. The salary adjustment will be paid on the salary range assigned to the higher position on the lowest step which will give an increase over the employee's regular salary.

If an employee feels that they are being worked out of class, they should contact the Diversity and Human Resources Department, who will review and address the concern with the appropriate manager to determine whether or not the employee has been requested to perform additional duties and whether or not they should be compensated for performing those duties inconsistent with their assigned position.

Office of Primary Responsibility: Requesting Manager and Vice Chancellor, Diversity and Human Resources

Date Approved: September 28, 2009