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**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 Governing Board 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 for a period of more than five working days if his or 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 or her normal assigned duties.

Also refer to the applicable collective bargaining agreement or employee handbook.

Office of Primary Responsibility: Human Resource Services