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**HUMAN RESOURCES**

2 **AP 7233 CLAIMS FOR WORK OUT OF CLASSIFICATION**

3 **Reference:**

4 Education Code Section 88010

5 Classified employees shall not be required to perform duties that are not fixed and  
6 prescribed for the position by the Governing Board unless the duties reasonably relate  
7 to those fixed for the position, for any period of time that exceeds five working days  
8 within a 15-calendar-day period except as authorized in these procedures.

9 An employee may be required to perform duties inconsistent with those assigned to the  
10 position for a period of more than five working days if his or her salary is adjusted  
11 upward for the entire period he or she is required to work out of classification and in  
12 amounts that will reasonably reflect the duties required to be performed outside his or  
13 her normal assigned duties.

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

15 Office of Primary Responsibility: Human Resource Services

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**Date Approved: SPC 10/21/08**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*