

Coast Community College District
ADMINISTRATIVE PROCEDURE

Chapter 7
Human Resources

AP 7912 Work Out of Classification

Reference:

Education Code Section 88010

CFCE Collective Bargaining Agreement Article 19

Classified employees shall not be required to perform duties that are not fixed and prescribed for the position by the 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 their salary is adjusted upward for the entire period they are required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside their normal assigned duties.

Ratified December 11, 2013

Ratified June 15, 2022