

ASSIGNMENT/CLASSIFICATION

For additional information on temporary change in classification, please see the current employee agreement with:

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
TRACY CHAPTER #98**

ASSIGNMENT/CLASSIFICATION

Assignment

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent. They shall be required to perform those duties prescribed by the Governing Board for the position the employees holds. Employees may be temporarily assigned the duties of a higher or lower classification. Compensation shall be adjusted appropriately to reflect the performance of duties outside of the employees normal assignment.

Classification

The Governing Board shall classify all positions in the classified service and other positions not requiring certification qualifications. Each position shall have a designated title, regular minimum number of assigned hours per day, days per week and months per year. A specific statement of the duties required and the regular monthly salary ranges shall be established for each position.

Legal Reference:

EDUCATION CODE

45102	Assignment at times other than regular academic year
45109	Fixing of duties
45110	Inconsistent duties; compensation
45127	Work week (conditions of service)
45132	Four-consecutive-day workweek
45169	Data furnished employee, copies; application
45183	Basis of assignment to duties

Policy Approved:

TUSD: 9/23/97