

Personnel – Series 4000

4400 The Merit System

4430 The Classification Plan

4432 General Classification Rules

4432.8 Working Out of Classification

- A. Each classified employee shall be required to perform the duties approved by the County Superintendent or designee and allocated by the Commission for the class to which the employee is assigned. Classified employees shall not be required to perform duties that are not fixed and prescribed for their position in accordance with Education Code Section 45109, unless the duties reasonably relate to those fixed for the position for any period of time which exceeds five days within a 15 calendar day period.
- B. An employee may be required to perform duties inconsistent with those assigned to the position for a period of five working days or more provided that his/her salary is adjusted upward for the entire period s/he is required to work out of classification. The employee shall be paid at a step with the range of the class to which s/he is temporarily assigned which provides at least a five percent increase but does not exceed the top step of the newly assigned range. Employees may be assigned to work out of classification only with the recommendation of their supervisor or department head and the approval of the Director.
- C. Working out of classification assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification.
- D. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by a competent authority.

Reference:

Education Code Sections 45109 and 45110

Approved:
Revised:

September 15, 1975
May 27, 1982
July 23, 1992
July 24, 2014