

CLASSIFIED PERSONNELAssignment/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 employee holds. Employees may be required to work outside of their job classification. Compensation shall be adjusted upward to reflect the performance of duties outside of the employees' normal assignment.

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Classification

The 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 adopted: 10/13/87

Policy revised: 5/14/02; 10/11/05