

CHAPTER 4: Classified Personnel
ADMINISTRATIVE PROCEDURE NO. 4.00.1 (AP 7233)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 4.00.1 Claims for Work out of Classification

Revision Date: 12/12

Reference: Education Code Section 88010

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1. Classified employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board of Trustees unless the duties reasonably relate to those fixed for the position, for any period of time that exceeds five working days within a fifteen-calendar day period except as authorized in the procedures outlined in the California School Employees Association (CSEA), Chapter 33, and American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829 Collective Bargaining Agreements.
 2. An employee may be required to perform duties inconsistent with those assigned to the position for a period of not more than five working days if his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his/her normal assigned duties.
 3. The portions of the contracts dealing with claims for work out of classification can be found at:

CSEA:

<https://smccd-public.sharepoint.com/humanresources/Collective%20Bargaining%20Agreements/CSEA%20Contract%202013-2016%202-14-2014.pdf>, page 17

AFSCME:

<https://smccd-public.sharepoint.com/humanresources/Collective%20Bargaining%20Agreements/AFSCME%20Contract%202013-2016.pdf>, page 14