

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO.: 7233**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Claims for Work out of Classification

Adoption Date: April 9, 2013

Responsible Office: Human Resources

Policy Reference: Education Code Sections 88001 and 88009

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 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.