



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7233

AP 7233 Claims for Work Out of Classification

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 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 the employee's salary is adjusted upward for the entire period the employee is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside the employee's normal assigned duties.

Out of classification assignments shall not exceed 180 calendar days, and must be approved by the immediate supervisor and the Vice President of Human Resources on a personnel action form prior to the beginning of the work. A summary of duties expected to be performed that are out of the employee's classification shall be provided to the employee at the beginning of the assignment.

Confidential employees shall receive a five (5) percent stipend for out of classification assignments lasting five (5) working days or more within a 15-calendar-day period.

See the applicable collective bargaining agreement for represented employees.

References: *Education Code Section 88001*

Approved: October 10, 2018

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