

Administrative Regulation

Classified Service, Employees Working out of Classification in

Whenever a classified employee is required to perform duties which are not fixed and prescribed for the position, or reasonably related thereto, for a period of more than five days in a 12 day period, the fact shall be reported in writing to the personnel director. The Personnel Director shall investigate and if warranted, the salary of the employee is adjusted upward for the entire period of working out of class. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

If an employee is required to perform duties which are not allocated to an existing class, the assignments shall be reported to the Personnel Director so that a review may be conducted to determine the appropriate pay differential for the temporary assignment.

Ref: EC Section 45110

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