

ASSIGNMENT/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, as outlined in the collective bargaining agreement.

(cf. 4219.3 - 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*

(See BP 4200 for additional legal references re classification of personnel)