



## Appendix D Unit Member Work Outside of Classification Job Description

This Appendix is intended as a review of California Education Code related to Classified Staff performing tasks that are outside of their Board-approved job description. Each section describes the relevant code which is cited verbatim in footnotes. The specific effective practices used by the College are described as they apply to each situation. The relevant sections of this Agreement should be consulted for direction on unit member rights.

Each Classification in the Unit Has a Board-approved Job Description which contains a section entitled, "EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)." It is the mutual understanding of CSEA Chapter 651 and the Mt. San Antonio Community College District that this section encompasses the typical scope of duties performed by unit members in each Classification. Typically, the last statement in this section is, "Performs other related duties as assigned." It is the mutual understanding of CSEA 651 and the District that this phrase should be interpreted within the context described in the DEFINITION and CLASS CHARACTERISTICS sections of the Job Description.

Performance of duties substantially outside of the ESSENTIAL FUNCTIONS for the Job Classification of a unit member are subject to statutory limitations as described below. CSEA 651 and the District recognize that the terms "related duties" and "substantially outside" are subjective and situational. For situations that may be unclear to either party, both CSEA 651 and the District agree to meet and confer to reach mutual agreement for any specific situation. Unit members performing work outside of their job classification may be an indication that a change in the classification should be considered. Article XVII: Reclassification Procedures gives direction on how to proceed with such a process.

Out-of-Class Assignments: [Education Code §88002](#) describes legal requirements of Mt. SAC's Out-of-Class Assignment process. Such assignments are initiated by a District offer to a specific unit member or members and acceptance is voluntary. Out-of-Class Assignments must be approved by the Board of Trustees but may be ratified by the Board subsequent to the start of the assignment. Classified employees are paid on a pro rata basis for the additional assignment. The District reserves the right to terminate the Out-of-Class Assignment at its discretion. The unit member retains the right to return to the original Job Classification in the previously assigned Administrative Unit. Out-of-Class service time does not disrupt the continuing accrual of seniority in the permanent Job Classification. See Section XI.D of this Agreement for the Out-of-Class Assignment procedure.

Out-of-Class Assignments as a Substitute: In circumstances for which the District is permitted by [Ed Code §88003](#) to employ a substitute, a Unit Member may fill that role as an Out of Class Assignment by written mutual agreement between CSEA 651 and the District. See Section XI.D of this Agreement for the Out-of-Class Assignment procedure.

Duties Not Reasonably Related to those in the Job Description - 5 Day Limitation: [Ed Code §88010](#) places restrictions on the District requiring work of a Unit Member outside of those reasonably related to those in the Job Description. Such a requirement may not exceed five days within any fifteen-day period without providing compensation that reasonably reflects the additional duties. Such compensation is understood to be that of an existing Job Classification that reasonably relates to the additional required duties. Note that this limitation is specific to work required by the District. Consequently, both unit members and supervising managers should require specific written direction if work outside the Job Description is to be authorized. Further, unit members are cautioned not to perform duties outside their Job Description without such written authorization from their supervising manager.



**Appendix D-1**  
Classification Request Form

**Type 1-Reclassification:** For purposes of this agreement, "reclassification" shall mean the upgrading of a position to a higher existing classification as a result of the gradual increase of the duties being performed by the incumbent in that position. [Ed. Code Section 88001\(f\)](#). As used in Section XVII.2 of this Article, the reclassification procedure results in the movement of one or more member(s) from their current classification to a higher existing classification.

**Type 3-Classification Study:** As used in the Article, a Classification Study is used to revise job descriptions and range placements of an entire job classification or to establish a new job classification following the process as described in Article Section VII.C. and Section XVII.6.

**Classification Request type:**

- Classification Study ..... Complete sections I, II, IV
- Reclassification ..... Complete sections I, III, IV

**Form Checklist:**

- I have obtained a copy of the current and the proposed job descriptions, which are available online at: [Mt. SAC CSEA 651 Job Descriptions Webpage](#)
- I have filled out this form completely. Incomplete forms will be returned.
- I have signed and dated the forms and initialed and dated any supplemental attachments.

**Subject Matter Experts Recommended to be Interviewed:**

Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Requests submitted to Human Resources by the end of the first working week of each month will be considered by the appropriate committee at their next scheduled meeting. The Reclassification Committee or the Classification Study Committee may contact the unit member for more information or clarification.

After submitting a request, the unit member must wait one (1) year from the date of receipt by Human Resources of the Classification Request Form to submit another request. The reconsideration process does not reset the date for submitting a new request Classification Request Form.

**Ways to submit form:**

- Email as an attachment to the Vice President, Human Resources
- Campus mail or hand deliver to Human Resources

Human Resources will date and time stamp the form, which will signify its official receipt. Human Resources shall forward the request to the Reclassification Committee or the Classification Study Committee for review at their next scheduled meeting. A copy of the date and time stamped form will be sent to the unit member.

Ia. Unit Member Information

|  |                           |   |
|--|---------------------------|---|
| Unit Member Name (Last, First)                   |                           | Banner ID / A Number                                    |
| Department / Division                            | Phone Ext.                | E-Mail Address  |
| Classification (Appendix A from Contract Months) | Step & Range (Appendix B) | Time in Current Classification (Years / Months)         |
| Immediate Manager (etc.)                         | Phone Ext.                | Immediate Manager Title (Dean, Director, Manager, etc.) |

Ib. Position Resources

**Information Sources:** List major sources of information, documents, manuals, etc. required or used for this position. This could include Board Policy, Administrative Procedures, Education Code, etc.

**Specialized Equipment:** List any machinery, motorized equipment, special vehicles, tools, computers, etc. that are required or used for this position.

**Extraordinary Working Conditions:** Describe any special working conditions that affect this position, such as working with hazardous material, infectious diseases, exposure to extreme weather conditions, etc.

IIa. Classification Study – Position Information

If you are proposing a new classification or a revision of an existing classification, state your rationale:

What are the additional duties that are needed for this position that are not currently in the job description?

How long has the unit member performed the duties that you believe fall outside of the unit member's current job classification? Months: \_\_\_\_\_

### IIB. Classification Study – Essential Duties

For a proposed change to an existing job description, make a copy of the applicable job description(s) and make the following changes:

- Strikeout duties that are no longer needed.
- Add additional needed functions.
- Modify existing functions as appropriate.
- Initial and date the documents.
- Attach documents to your submission of this form to Human Resources.

Have you attached these documents?  Yes  No

### IIIa. Reclassification – Position Information

State your rationale to reclassify the unit member and the proposed new classification from Appendix A of CSEA 651 Contract:

### IIIb. Reclassification – Essential Duties Beyond Current Job Description

List the unit member's current essential duties beyond the current job description including as much of the following as appropriate:

- Describe to what extent the unit member exercises his or her own judgment to complete the work.
- Describe how this work has resulted in increased accountability, authority, or decision-making.
- How long has the unit member been performing this work?
- How is work assigned (verbal or written) and by whom?

**Essential Duty Beyond Current Job Description**

**Frequency**

**Assignment**

Daily  Weekly

Verbal

Monthly  Other

Written

By: \_\_\_\_\_

By: \_\_\_\_\_

Daily  Weekly

Verbal

Monthly  Other

Written

By: \_\_\_\_\_

By: \_\_\_\_\_

Daily  Weekly

Verbal

Monthly  Other

Written

By: \_\_\_\_\_

By: \_\_\_\_\_

Daily  Weekly

Verbal

Monthly  Other

Written

By: \_\_\_\_\_

By: \_\_\_\_\_

Daily  Weekly

Verbal

Monthly  Other

Written

By: \_\_\_\_\_

By: \_\_\_\_\_

#### IV. Unit Member Review

This form was completed by the:  Unit Member  Immediate Manager

➤ **If completed by the unit member:** The information I have provided is accurate and complete.

\_\_\_\_\_  
Unit Member Signature

\_\_\_\_\_  
Date

➤ **If completed by the immediate Manager:** My immediate manager prepared this Request for Reclassification/Classification Study and I  agree  disagree this is an accurate and complete description of my duties.

\_\_\_\_\_  
Unit Member Signature

\_\_\_\_\_  
Date

**If you do not agree with information on this Classification Request, state what you disagree with and explain below why you disagree. Attach an explanation clarifying the issue(s) of concern if necessary.**

Requests submitted to Human Resources by the end of the first working week of each month will be considered by the appropriate committee at their next scheduled meeting. The Reclassification Committee or the Classification Study Committee may contact the unit member for more information or clarification.

After submitting a request, the unit member must wait one (1) year from the date of receipt by Human Resources of the Classification Request Form to submit another request. The reconsideration process does not reset the date for submitting a new request Classification Request Form.

When a recommendation has been submitted, Human Resources shall notify the applicants and the CSEA 651 President of the Committee's recommendation no later than five (5) working days of the determination and will include the rationale for the Committee's recommendation.

**Preferred method of notification of results:**

Email: Email Address \_\_\_\_\_

Phone: Extension or Number \_\_\_\_\_

Letter: Department or Address \_\_\_\_\_

#### V. Immediate Manager Review

The immediate manager must review this request and forward it to Human Resources within five (5) working days of receipt. Review Sections II and III and provide an analysis of this request (attach additional pages as necessary). Include comments on the general work assignments within your unit that pertain to this request as appropriate. Do you support this Request?  Yes  No

Comments:

\_\_\_\_\_  
Immediate Manager Signature

\_\_\_\_\_  
Date

**VI. District President/CEO (or designee) & CSEA 651 Chapter President (or designee)**

**Initial Review**

District President Comments:

\_\_\_\_\_  
District President/CEO Signature

\_\_\_\_\_  
Date

CSEA 651 Chapter President Comments:

\_\_\_\_\_  
CSEA 651 Chapter President Signature

\_\_\_\_\_  
Date

**VIIa. Reclassification Committee Recommendation and Rationale**

This position should not be reclassified and should remain in the current classification

This position should be reclassified to: \_\_\_\_\_

This request should be forwarded to Classification Study Committee for review

Rationale:

\_\_\_\_\_  
District Committee Co-Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSEA Committee Co-Chair's Signature

\_\_\_\_\_  
Date

**VIIb. Classification Study Committee Recommendation and Rationale**

The existing job description should be revised (see attached)

The existing job description should remain unchanged

A new job classification should be established (see attached)

No new job classification is recommended

Rationale:

\_\_\_\_\_  
District Committee Co-Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSEA Committee Co-Chair's Signature

\_\_\_\_\_  
Date

VIII. Human Resources

The Vice President of Human Resources shall forward this request to:

- The Board of Trustees for adoption.
- Be processed for Job Analysis review.

Rationale:

\_\_\_\_\_  
Vice President, Human Resources Signature

\_\_\_\_\_  
Date

IX. District President/CEO (or designee) & CSEA 651 Chapter President (or designee)  
Final Review

District President Comments:

\_\_\_\_\_  
President/CEO Signature

\_\_\_\_\_  
Date

CSEA 651 Chapter President Comments:

\_\_\_\_\_  
CSEA 651 Chapter President Signature

\_\_\_\_\_  
Date