



## 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-2**  
Pay Grade or Special Compensation Request Form

**Type 2-Pay Grade or Special Compensation:**

Pay Grade: Each job classification within the CSEA 651 unit may have more than one pay grade in the Salary Schedule. Unit members may be placed in a higher pay grade based on education, training, or skills which are beyond minimum qualifications for the position and are of value to the District for the performance of their duties. Where such additional pay grades are established in the Salary Schedule for a job classification, these high value criteria shall be included in the job description as pay grade criteria for that position, and shall apply to all incumbents in that classification who meet the criteria. Approved pay grades appear in Appendix A as part of the Salary Schedule. Establishment of a higher pay grade will not alter the job duties, minimum qualifications, or range assignment. Unit members may be placed in a higher Salary Schedule pay grade upon hire or through the process described in Article XVII, Section 3 and Article VII, which also describes the process for creating such higher Salary Schedule pay grades.

Special Compensation: Skills identified as eligible for Special Compensation by the California Public Employees' Retirement System in CCR Title 2 571(a)(4) are eligible to unit members in a job classification who are similarly situated and routinely and consistently utilize that skill in performance of the duties in that job classification.

**Classification Request type:**

- Special Compensation Request.....Complete sections I, II, IV
- New Pay Grade Proposal ..... Complete sections I, III, IV

**Form Checklist:**

I have obtained a copy of one of the following from the HR website:

- Special Compensation categories available at [Mt. SAC Human Resource forms webpage](#)
- My job description and Pay Grades from [Mt. SAC CSEA 651 Job Descriptions webpage](#)
- I understand this form must be filled out 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 (3 maximum):**

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

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

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

**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. A copy of the date and time stamped form will be sent to the unit member. Human Resources shall forward requests submitted by the end of the first working week of each month to the Reclassification Committee (Special Compensation) or the Classification Study Committee (New Pay Grade) for review at their next scheduled meeting. The Committee may contact the unit member for more information or clarification.

## I. 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.)	

## II. Position Information

Summarize the main purposes of the unit member's position; include the position's general function and overall level of responsibility.

## III. Special Compensation Information

The Special Compensations work must not be part of the duties and essential functions unit member's job classification. Refer to Appendix B-2 and/or California Code of Regulations §571 for Cal PERS Special Compensations categories.

Which Special Compensation category work does the unit member perform?

How routinely and consistently does the unit member perform the work believed to warrant Special Compensation:

State the rationale for how the Special Compensation work is of value to the District and therefore warrants Special Compensation.

## IV. Pay Grade

This form was completed by the:  Unit Member  Immediate Manager

Do not use this form to apply for an existing pay grade. Instead, review the criteria for the pay grade and contact Human Resources.

To propose a New Pay Grade, attach a copy of the job description and describe any criteria such as knowledge, education, skills or training that demonstrates added value to the College for those in this job classification. Provide documentation to verify the unit member meets the criteria for higher pay grade. Have you attached these documents?  Yes  No

Knowledge, Education, Certificates, units earned, industry credentials, professional licenses, or other objectively verifiable skill (e.g., Commercial Class A License, First Aid/CPR):

Rational of added value to the College for those in this job classification:

## V. 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 Pay Grade / Special Compensation 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.**

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 \_\_\_\_\_

## VI. 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

**VII. District President/CEO (or designee) & CSEA 651 Chapter President (or designee) Initial Review**

District President Comments:

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

\_\_\_\_\_  
Date

CSEA 651 Chapter President Comments:

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

\_\_\_\_\_  
Date

**VIII. 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

**IX. 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

X. 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