



## 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-3 Reconsideration Request Form

If you disagree with the committee's recommendation, you may submit a reconsideration request to Human Resources for the committee's consideration as provided in Article XVII, Section 8. This request must be submitted within ten (10) working days of your receiving the notification of the committee's recommendation as acquired in Article XVII, Section 5.d. Requests for reconsideration must address one or both of the following:

- a. The rationale provided by the committee based on reinterpretation of evidence submitted (please attach a copy of the committee's rationale), and/or
- b. New evidence.

### Reconsideration Request type:

- |   |   |
|---|---|
| Reclassification Committee                    | Classification Study Committee                |
| <input type="checkbox"/> Reclassification     | <input type="checkbox"/> Classification Study |
| <input type="checkbox"/> Special Compensation | <input type="checkbox"/> Pay Grade Change     |

### Unit Member Information

\_\_\_\_\_  
Unit Member Name (Last, First)

\_\_\_\_\_  
Banner ID

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

**Unit Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Form Checklist:

- Written statement:** Please explain why the decision should be reconsidered. Please be specific. You **MUST** attach your written statement (typed preferred, see next page). It is strongly recommended that you provide supporting documentation to verify facts cited on your statement. **Your request will be considered INCOMPLETE without the statement.** An incomplete reconsideration packet will not be reviewed.
- Supporting Documentation:** Documents that provide evidence to support your request are strongly recommended and will be used to determine the reconsideration decision. Sign and date the forms and initial and date any supplemental sheets or documents attached. Please do not attach original documentation because it will not be returned to you. All information is confidential.
- Sign and Date:** Remember to sign and date this page and supporting documents.

**NOTE:** The reconsideration is granted on a case-by-case basis. The Committee may request additional documentation in evaluating your reconsideration.

## Unit Member Written Statement

Please explain why the decision should be reconsidered. Please be specific. Enter your statement in the box below. You may type your statement into the field or paste it from another document. Remember to attach supporting document to the end of this statement.

**For Committee Use only:**

### Committee Reconsideration Recommendation and Rationale

Incomplete    Approve    Denied

Referrals, Recommendations, Reason(s) for Denials and/or Comments:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date