



REQUEST FOR WORKING OUT OF CLASS

Instructions:

Please complete all fields and attach a current resume. This will help Human Resources verify the selected employee meets the minimum qualifications. [Per PC Rule 3.2.H](#), working out of class assignments are designed for **temporary situations** and shall not be used to place an employee in a long term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class for more than ninety (90) calendar days in one fiscal year, or for more than one assignment without the approval of the Personnel Commission.

NAME: _____ EMPLOYEE ID: _____

CURRENT POSITION: _____ PERCENTAGE OF TIME: _____

WORKING OUT OF CLASS POSITION: _____ PERCENTAGE OF TIME: _____

REASON NEEDED:	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Retirement/Resignation	<input type="checkbox"/> On Leave

DATES OF ASSIGNMENT: FROM: _____ TO: _____

ACCOUNT NUMBER: _____ HIRING MANAGER: _____

STEPS TO BE COMPLETED BY THE HIRING MANAGER PRIOR TO HUMAN RESOURCES REVIEW

- 1) Review [job description](#)
- 2) Review the current resume and attach it to this request
- 3) Copy and paste the minimum qualifications below
- 4) Comment on how the minimum qualifications are met by the selected employee

APPROVALS

VERIFY FISCAL ACCOUNT: _____ DATE: _____

DIRECTOR, FISCAL SERVICES: _____ DATE: _____

DEAN / DIRECTOR: _____ DATE: _____

VICE PRESIDENT: _____ DATE: _____

EXECUTIVE DIRECTOR, CLASSIFIED HUMAN RESOURCES: _____ DATE: _____

APPROVED/DENIED COMPENSATION:	<input type="checkbox"/> Working Out of Class	<input type="checkbox"/> Differential Amount %: _____	<input type="checkbox"/> No Compensation
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Internal Office Use
Personnel Commission: _____
Entered in PeopleSoft: _____
Benefits Received: _____