

**BARSTOW COMMUNITY COLLEGE
DISTRICT HUMAN RESOURCES OFFICE**

OUT-OF-CLASSIFICATION REQUEST

This is just a request. No classified employee is authorized to work out-of-classification until the request has had administrative review and is authorized by the Superintendent/President or designee. Human Resources will inform you once the request has been approved or denied.

Employee Name _____

Current Position/Range: _____

Requested Position: _____

Requested Pay Range: _____

Describe the work assignment:

Begin Date of Assignment: _____

End Date of Assignment: _____

Budget Code of Assignment: _____

Justification:

Employee _____ Date _____

Supervisor _____ Date _____