



OUT OF CLASSIFICATION REQUEST

Prior to a classified employee(s) gaining authorization to work out-of-classification, this request must be approved by the Superintendent/President or designee. The Office of Human Resources will notify the requestor and the employee of outcomes, including proper salary placement in adherence to the terms of the current CSEA collective bargaining agreement.

Section 1: To be completed by the Requesting Supervisor

Date of Request: _____ Request Originated By: _____

Employee's Name: _____

Current Job Title: _____

Out-of-Class Job Title: _____

Out-of-Classification duties will begin on _____ and will end on _____

Out-of-Class Schedule: Monday: _____, Tuesday: _____, Wednesday: _____

Thursday: _____, Friday: _____

Are the duties being assigned part of a vacant position? ☐ Yes ☐ No

If yes, please indicate the position title _____ and person who vacated _____

If no, provide justification of why the expanded duties are necessary:

Indicate the account the out of classification compensation should be paid from below.

Budget Account(s) to be used for the additional compensation for the Out of Classification:	
Budget Code	%
	100

Classified Out-of-Class Object Code: 2195

Immediate Supervisor: _____ Date: _____

Budget Analyst Review: _____ Date: _____

Section 2: To be completed by Human Resources

Human Resources will determine the appropriate out-of-classification compensation in accordance with Section 10.12.1 of the CSEA Collective Bargaining Agreement, ensuring a minimum 7.5% salary increase when applicable.

Current Grade/Step: _____ / _____ Current Monthly Salary: _____

Out-of-Class Grade/Step: _____ / _____ Out-of-Class Monthly Salary: _____

Vacant Position in Active Recruitment? ☐ Yes ☐ No

Hours Served in Qualifying OOC This FY: _____

Anticipated Hours for This Assignment: _____

Projected Total This FY (max. 960): _____

Human Resources Review: _____ Date: _____

960-HOUR LIMIT: An employee may not serve more than 960 hours in a fiscal year (July 1 – June 30) in a qualifying out-of-class assignment (duties of a vacant position that is in active recruitment). The assignment will end on the earliest of the end date listed above, the date the position is filled, or the date the employee reaches 960 hours. See Section 5 on page 2 for additional assignment terms.

Section 3: Employee Acceptance

I have reviewed and accept this notice of out-of-class assignment as offered, in accordance with collective bargaining agreement 10.12. ☐ Yes ☐ No

Employee Signature: _____

By signing, the employee acknowledges the Out-of-Class Assignment Terms in Section 5, including the 960-hour limit.

Section 4: Approval Signatures

Area Administrator Date

Cabinet Approval Date Initials

VP Administrative Services Date

Superintendent/President Date

Section 5: Out-of-Class Assignment Terms

1. **960-Hour Limit.** An employee may not serve more than 960 hours in a fiscal year (July 1 – June 30) in a qualifying out-of-class assignment, meaning an assignment to perform the duties of a vacant position that is in active recruitment. The assignment will end on the earliest of the tentative end date, the date the position is filled, or the date the employee reaches 960 hours.
2. **Compensation (Art. 10.12.1).** An employee who performs work out of classification for five (5) or more full working days within a 45-day period will be placed on the range and step of the higher classification closest to a 7.5% increase over current salary, with a minimum increase of 7.5%. If the assignment is expected to last five (5) or more continuous working days, out-of-class pay begins on the first day of the assignment.
3. **Written Notice (Art. 10.12.3).** Assignments of five (5) or more contiguous full working days require a written notice stating the start date, tentative end date, and expected rate of pay. This completed form serves as that notice.
4. **Leave (Art. 10.12.2).** Sick and vacation leave used during the assignment is paid at the out-of-class rate. Leave accrued but not used during the assignment is paid at the employee's regular rate once the assignment ends. If the employee goes on extended leave, the District may end the assignment and return the employee to their permanent assignment.
5. **Payroll (Art. 10.3).** Payroll adjustments resulting from out-of-class work will be made on the next available payroll.

*Original: Human Resource
Copy: Payroll, Employee*