



Request & Authorization for Temporary Out of Class Assignment

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An Out-of-Class-Assignment is defined as: Duties and responsibilities assigned by management which are not identified in, and do not reasonably relate to, a classified employee’s current position classification Salary is adjusted upward for the entire period the employee is required to work out of classification. (Ed Code §88010) Pre-approvals are required prior to commencement of duties.

Compensation: Temporarily assigned duties from a higher classified position shall be compensated at no less than five percent increase. No employee shall be placed beyond the sixth step of any range.

Employee Name: _____ **Colleague ID#:** _____

Is this a temporary 100% reassignment to a higher classified position? **Yes** **No**

If “YES”, complete/submit page 1. If “NO”, complete/submit pages 1 and 2.

Current Classification: _____ **Temporary Classification:** _____
(Employee will be expected to meet qualifications of higher classification.)

Reassignment to a higher classified positions shall begin on _____ **and end on** _____.

Please check box that applies:

Leave Replacement – Duration of the leave

Active Recruitment/Replacement – Up to ninety (90) calendar days

Backfill resulting from Interim Appointment – Until permanently filled, not to exceed two (2) years. (See Title V CCR Section 53021)

Duties outside of regular assignment/Special projects – Up to one hundred eighty (180) calendar days

Department Assessment/Position Review – Up to one hundred eighty (180) calendar days

Provide new account number:

Account Number Responsibility Code Manager Date

Employee Signature Date

Employee Immediate Supervisor Date

College Vice President Date

President/Vice Chancellor Date

Senior HR Director, Human Resources Date



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Guidelines: In consultation with Human Resources, complete this section when management has temporarily assigned to a classified employee a portion/percentage of duties from a higher classified position.

Compensation: Hours worked for temporarily assigned duties from a higher classified position shall be compensated at no less than five percent increase. No employee shall be placed beyond the sixth step of any range.

Current Classification: _____ **Temporary Classification:** _____

This temporary assignment shall begin on _____ **and end on** _____.

Rationale and Temporary Duties to be performed:

The temporary duties will be performed during REGULAR HOURS. The percentage of temporary duties and regular duties are:

_____ % Percent of Regular Classification Work	} These percentages must equal 100%.
_____ % Percent of Temporary Out of Class Work	

The temporary Out-of-Class Duties will be performed during OVERTIME hours.

_____ Maximum Number of Authorized Overtime Hours

Classified Employee Overtime Pre-Authorization completed and attached. Overtime is paid at a rate 1.5 times the weighted average for all overtime hours worked during the out-of-class assignment.