



**Request for Working Out of Classification  
(Classified Employees)**

**Instructions:** Submit original to Budget Services. Budget Services will forward after approving to Human Resource Services to request additional compensation be provided to an employee for performing the duties of a higher-level classification. The original will be returned to the originating department or school to indicate disposition of the request. Refer to reverse side for procedures.

<b>School or Department:</b>	<b>Date (mm/dd/yy):</b> : : : :
------------------------------	---------------------------------------

<b>Name of Employee Recommended:</b>		<b>Name of Absent Employee:</b>	
<b>Employee's Classification:</b>		<b>Absent Employee's Classification:</b>	
<b>Employee's Social Security Number:</b> : : : :	<b>Dates Additional Duties Are to be Performed:</b> From (mm/dd/yy): : :   To (mm/dd/yy): : : : :   : :		
<b>Reason for Absence (Type X to Select Box):</b> <input type="checkbox"/> Vacation <input type="checkbox"/> Illness <input type="checkbox"/> Resigned <input type="checkbox"/> Other			
Describe the additional duties to be performed which are in addition to the employee's present duties, and give the approximate percent of time the employee will spend in performing such additional duties.			
_____ Administrator's Signature		_____ Operations Services (when required)	

**DO NOT WRITE BELOW THIS LINE**

<b>Disposition of Request by Budget Services:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved      _____ Signature	
<b>Disposition of Request by Human Resource Services:</b> Mr./Mrs./Ms. _____ <input type="checkbox"/> is <input type="checkbox"/> is not authorized to be paid an additional \$ _____ per hour for the period _____ to _____. _____ Signature Approval	

*Distribution: Payroll Services; Employee; Human Resource Services*

## Procedures

Before a classified employee may be compensated for performing higher-level duties, approval must first be obtained from the appropriate Director of Human Resource Services. This approval is obtained by submitting a "*Request for Working Out of Classification*" form.

A request should be submitted only under the following conditions:

1. The employee is required to perform the higher classification for **more** than three (3) working days within a fifteen (15) calendar-day period.
2. The higher-level duties to be performed are those of an absent classified employee.
3. The higher-level duties do not fall within the recommended employee's job classification.
4. The assignment of the higher-level duties is not expected to last more than two months.
5. This is due into Human Resource Services Services prior to submitting the Monthly Absence Report, or Per Diem Time Report, as the case may be.
6. If the time period covers more than one (1) month, a Vacancy Requisition needs to be used instead of Working Out of Classification Form.

When the above conditions exist, complete and submit a "*Request for Working Out of Classification*" form to the appropriate Director of Human Resource Services. After Budget Services and Human Resource Services review the request, a copy will be returned to the originating administrator indicating the disposition of the request and, if approved, the additional compensation authorized. When approval is received, the administrator in charge is to indicate in the remarks column of the monthly absence report those days on which the employee performed the higher-level duties.