

# Out-of-Classification Request (CSEA)

## Human Resources & Equal Employment Opportunity

**PURPOSE:** It is the intent of Education Code 88010 "to permit community college districts to temporarily work employees outside of their normal working duties but in doing so to require that some additional compensation be provided to the employee during such temporary assignment." Working out of classification (W.O.C.) is applicable "for any period of time which exceeds five working days within a 15-calendar-day period."

**INSTRUCTIONS:** This form is to be used by the employee's immediate supervisor to request the Out-of-Classification pay for the temporary increased duty assignment. Upon approval of this request by HR a "Notice of Personnel Action" form reflecting the out-of-class authorization must be completed and signed by both

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Date of Request: \_\_\_\_\_ Request Originated by: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ ID# \_\_\_\_\_  
Current Job Title: \_\_\_\_\_ Current Salary Step/Range: \_\_\_\_\_  
Effective from: \_\_\_\_\_ to \_\_\_\_\_

Human Resources will work with the supervisor to determine the percentage of salary increase based on the additional duties being assigned and the collective bargaining agreement.

### PROVIDE THE FOLLOWING INFORMATION:

1. Are the additional duties assigned part of a vacancy?      YES      NO  
If yes, please indicate the vacant position