



# REQUEST FOR WORKING OUT OF CLASS

Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class for more than ninety (90) calendar days in one fiscal year or for more than one assignment without the approval of the Personnel Commission.

Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period.

NAME: \_\_\_\_\_

EMPLOYEE ID #: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

REASON NEEDED:

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_  
(If employee is needed beyond these dates, a new request must be prepared)

ACCOUNT NUMBER: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

### APPROVAL

DEAN/DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

### REMARKS

BOARD ACTION: \_\_\_\_\_

HUMAN RESOURCES: \_\_\_\_\_

**For HR Use Only**

Entered in PeopleSoft: \_\_\_\_\_