



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## WORKING OUT OF CLASSIFICATION

*For Classified Employees*

To: **Human Resources Department**

From: \_\_\_\_\_  
*Program Manager*

### Requesting to Work out of Classification:

_____	_____	_____	_____
<i>Employee ID#</i>	<i>Name</i>	<i>Classification</i>	<i>Location</i>
_____	<input type="checkbox"/> 9.5mo	<input type="checkbox"/> 10mo	<input type="checkbox"/> 11mo
<i>Hours</i>	<i>Work Year:</i>		<input type="checkbox"/> 12mo

### To Classification:

_____	_____	_____	_____	_____
<i>Classification</i>	<i>Location</i>	<i>Hours</i>	<i>Start Date</i>	<i>End Date</i>

### Working out of Classification For:

_____	_____	_____	_____
<i>Name</i>	<i>Classification</i>	<i>Location</i>	<i>Hours</i>

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **CSEA**

**ARTICLE 7.12 – Out-Of-Class – Compensation.** Bargaining unit members shall not be required to perform duties which are not fixed and prescribed for the position by the Governing Board unless the duties reasonable relate to those fixed for the position by the Board, for any period of time which exceeds five (5) days within a fifteen (15) calendar day period except as authorized herein.

#### **TEAMSTERS**

**ARTICLE 22.13.1 – Inconsistent Duties – Compensation.** Bargaining unit member may be required to perform duties inconsistent with those assigned to the position by the District for a period of five (5) working days or more provided that his/her salary is adjusted upward for the entire period she/he is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

### Cost Center Funding:

_____	_____	_____	_____	Categorical Verified By: _____
<i>Fund</i>	<i>Department</i>	<i>Program</i>	<i>Account</i>	

\_\_\_\_\_  
*Program Manager Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee's Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director, Human Resources* \_\_\_\_\_  
*Date*

Approved     Denied