



Notification of Out-of-Class Assignments

Note: Out-of-Class Assignments must be four or more consecutive hours, or for any period of time which exceeds five working days within a 15-calendar-day period. M.R. 30.200.7

If an employee works out of class for more than one classification, a separate form must be completed for each position.

Instructions

School/Department: Submit form with employee's timesheet to Payroll. On timesheet put "OC" in "Leave Code" column with # of hours for each date working out-of-class. Timesheet should match dates and hours listed below.

Payroll: Forward to Classified HR for salary rate approval and signature.

Employee's Name: _____ PSL#: _____

Employee's Current Classification: _____

Out-of-Class Classification/Describe Assignment: _____

Charge to Account Number: _____

Month & Year Being Reported: _____

List the number of hours worked out of class for each day below:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Consecutive Hours? Y/N																
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Consecutive Hours? Y/N																

SUPERVISOR MUST CHECK ONE:

- Employee is working out-of-class in a vacant position.
- Employee is working out-of-class for another employee on leave/vacation, or employee has assumed additional duties (not a vacant position).

School or Department: _____

Signature of Supervisor: _____ Date: _____

For Classified Personnel Office Use Only			
Approved Salary Rate			
Range	Step	Hourly Rate	Total Time Approved

Report to CalPERS/MAY NOT EXCEED 960 HOURS IN A FISCAL YEAR (position is vacant & currently recruiting)

Do not report to CalPERS (filling in for leave of absence, vacation, extra assigned duties – no vacancy/recruitment)

Submitted to Payroll by HR: _____ (Date) _____ Director of Classified Human Resources