



Notification of Out-of-Class Assignments

Note: Out-of-Class assignments must be a period of half or more of the regularly assigned shift hours, or for a period of more than 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

Employee: Submit form with timesheet to supervisor for signature/approval. 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.

Supervisor: Submit form, ensuring all fields are filled out correctly, with employee's timesheet to Payroll.

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

This section to be filled completed by Employee

Employee's Name: _____ Employee ID: _____

Current Classification & Site: _____ Hours/day: _____
(of regular assignment)

Out-of-Class Classification: _____

Month and 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																

By signing below, I certify I performed the duties in the upgraded, working out of class position.

Employee Signature: _____ Date: _____

This section to be filled completed by Supervisor

Reason for Employee working out of class:

☐ Vacancy ☐ Incumbent is out on sick leave/PNL/vacation/extended leave/assumed additional duties (not a vacant position).

Site: _____

Charge to Account Number: _____

Supervisor Signature: _____ Date: _____

For Classified Personnel Office Use Only

Approved Salary Rate

Range	Step	Hourly Rate	Total Time Approved
		☐ Longevity	

- ☐ **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