



Request & Authorization for Temporary Out of Class Assignment

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Guidelines: In consultation with Human Resources, complete this section when management has temporarily assigned to a classified employee a portion/percentage of duties from a higher classified position.

Compensation: Hours worked for temporarily assigned duties from a higher classified position shall be compensated at no less than five percent increase. No employee shall be placed beyond the sixth step of any range.

Current Classification: _____ **Temporary Classification:** _____

This temporary assignment shall begin on _____ **and end on** _____.

Rationale and Temporary Duties to be performed:

The temporary duties will be performed during REGULAR HOURS. The percentage of temporary duties and regular duties are:

_____ % Percent of Regular Classification Work	} These percentages must equal 100%.
_____ % Percent of Temporary Out of Class Work	

The temporary Out-of-Class Duties will be performed during OVERTIME hours.

_____ Maximum Number of Authorized Overtime Hours

Classified Employee Overtime Pre-Authorization completed and attached. Overtime is paid at a rate 1.5 times the weighted average for all overtime hours worked during the out-of-class assignment.