

WORKING OUT OF CLASSIFICATION AUTHORIZATION

NOTE: If an employee works out of classification for more than one absent employee, a separate form must be completed for each absent employee for whom the reported employee is working out of classification. A separate Working Out Of Classification Authorization must be submitted for each month.

	EMPLOYEE'S CURRENT POSITION	ABSENT EMPLOYEE'S POSITION
NAME		
JOB TITLE		
LOCATION		
HOURS PER DAY		

MONTH BEING REPORTED _____, ____

LIST THE NUMBER OF HOURS WORKED OUT OF CLASS FOR EACH DAY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

WILL THIS ASSIGNMENT CONTINUE INTO THE NEXT MONTH? YES NO

AUTHORIZATIONS/APPROVALS		
	SIGNATURES	DATE SIGNED
APPROVED BY DIRECTOR/PRINCIPAL/SUPERVISOR		
APPROVED BY DIVISION ADMINISTRATOR		

THIS FORM MUST BE IN THE CLASSIFIED HUMAN RESOURCES OFFICE BY THE 5TH OF THE MONTH

FOR CLASSIFIED HUMAN RESOURCES OFFICE USE ONLY		
RATE OF PAY	CURRENT: \$ _____ [] HOUR [] MONTH SCHED: _____ - _____ - _____	OUT OF CLASS: \$ _____ [] HOUR [] MONTH SCHED: _____ - _____ - _____
DNQ = DOES NOT QUALIFY ____ Less than one (1) full shift does not qualify for working out of classification per Article 18.1 of VESPA/USD Contract. ____ Lower level classification does not qualify for working out of classification. ____ Same level classification on the salary schedule – does not qualify for working out of classification ____ Day is on a weekend and does not qualify for working out of classification. MUST SUBMIT AN HOURLY TIMESHEET.		
PAYROLL COPY []	ACCOUNT #	
PREPARED BY _____	PC AGENDA: _____	APPROVED BY DIR. CLASSIFIED HR. _____