# CAJON VALLEY UNION SCHOOL DISTRICT
## REQUEST FOR SHORT TERM    OUT-OF-CLASS ASSIGNMENT

DATE:

TO:             CLASSIFIED PERSONNEL ADMINISTRATOR

FROM:

In accordance with Personnel Commission Rules 30.200.7 and 70.300.6, employees required, and directed, by their immediate supervisor to perform higher level duties __inconsistent with their regularly assigned duties,__ for any period of time which    exceeds five working days within a 15-calendar day period,    the employee shall be compensated for each day so worked at the salary step of the higher classification, in which they are working, that represents an increase of at least   percent.

I am requesting that_____ , Current Classification _____ , receive out-of-class pay while:        working in the place of_____        working in a vacant position, as a(n):

_____ at _____ (site). This out-of-class assignment w        ill begin on

_____ and stop at the end of the work day on        _____ If the dates are not consecutive, list the

specific dates involved:_____

_____THIS OUT-OF-CL   ASS IS __IN COMBINATION WITH__      THE INDIVIDUAL'S REGULAR ASSIGNMENT.

x        DURING THE TIME OF OUT-OF-CLASS, THIS INDIVIDUAL WILL WORK____ B B B B BHRS. PER DAY OUT-OF-CLASS AND            HRS. PER DAY AT THEIR REGULAR ASSIGNMENT.

_____THIS OUT-OF-CLASS ASSIGNMENT WILL BE THEIR      __ONLY ASSIGNMENT__   DURING THE SPECIFIED PERIOD.

x        DURING THE TIME OF OUT-OF-CLASS, THIS INDIVIDUAL WILL WORK ___ B B B B B HRS. PER DAY IN THE OUT-OF-CLASS ASSIGNMENT.

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REASON FOR OUT   -OF-CLASS ASSIGNMENT      (provide a brief summary of need, including the duties      __outside their regularly__ __assigned duties they will be performing)__

Supervisor's Signature                                                                 Date

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# FOR PERSONNEL USE ONLY

Social Security   No. _____ Compensated at Range_____ , Step _____for the out-of-class hours, including longevity (if applicable).

AUTHORIZED BY:                                         DATE: _____
           CLASSIFIED PERSONNEL ADMINISTRATOR

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# FOR PAYROLL USE ONLY:

| ___/___/___ _ | $_____ | _____ | _____ | _____ | _____ = | _____ x | _____ |
|---|---|---|---|---|---|---|---|
| 00C pay range | Hourly rate | Posit # | Date | # days x # hrs | | total hrs | Hourly adj |

___/___/___        $_____

for any period of time which      exceeds