

WORKING OUT OF CLASS REQUEST

HR-7

Name of employee working out of class:

Current classification:

Out of class job title:

Reason for working out of class:

Substitute for an employee on leave
Name of Employee of leave:

Special Project:

Recruitment for a vacancy
Vacant Position:

Pursuant to Government Code 20480: **Employees cannot exceed 960 hours worked within each fiscal year when working out-of-class in a vacant position. Note: this includes sick and vacation leave.**

Date supervisor assigned out of classification work:

Date out of classification work concludes:

Accounting/Funding FOAP #

FOAP Approver (Comment/Correction)

FOAP Approver Signature:

Supervisor's Name: (Printed)

Supervisor's Signature:

Please submit this request form to the Director of Human Resources and President of the AVCFCE

For HR use only:

Comments:

Verified by: Date:

Personnel Action Form Created by: Date:

Total Number of Hours/Weeks to be worked: