

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: Out-of Class Appointment Limitations and Penalties. **Employees cannot exceed 960 hours (24 weeks) worked within each fiscal year when working out-of-class in a vacant position.**
Note: this includes sick and vacation leave.

Working out of class start date:

Working out of class end date:

Account Funding: FOAP acct. #

Supervisor's Name:
(Printed)

Supervisor's Signature:

Please submit this request form to the Director of Human Resources

For HR use only:

Meets Minimum Qualifications: Yes: ☐ No: ☐

Comments:

Verified by: Date:

Personnel Action Form Created by: Date:

Total Number of Hours/Weeks to be worked: