

**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 7 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 will 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-CLASS IS **IN COMBINATION** WITH THE INDIVIDUAL'S REGULAR ASSIGNMENT.

- DURING THE TIME OF OUT-OF-CLASS, THIS INDIVIDUAL WILL WORK \_\_\_\_\_ HRS. 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.

- DURING THE TIME OF OUT-OF-CLASS, THIS INDIVIDUAL WILL WORK \_\_\_\_\_ 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:

\_\_\_\_\_  
**CLASSIFIED PERSONNEL ADMINISTRATOR**

DATE: \_\_\_\_\_

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**FOR PAYROLL USE ONLY:**

____/____/____ OOC pay range	\$_____ Hourly rate	_____ Posit #	_____ Date	_____ # days x # hrs	=	_____ total hrs	x	_____ Hourly adj
____/____/____ Reg pay range	\$_____ Hourly rate	_____ Posit #	_____ Date	_____ # days x # hrs	=	_____ total hrs	x	_____ Hourly adj
Hourly Adjust =	\$_____ Hourly rate		_____ Date	_____ # days x # hrs	=	_____ total hrs	x	_____ Hourly adj