



The Collective Bargaining Agreement with CSEA Chapter 112, the Rules and Regulations of the Classified Service, and Education Code Section 45110 specify that salaries shall be adjusted upward when classified employees are required to perform duties inconsistent with their assigned position for a period of **more than five working days within a fifteen-calendar-day period**. ***This form must be submitted on or before the fifth (5<sup>th</sup>) day a classified employee works out of class within a fifteen calendar-day period.***

**Employee Data**

*(To be completed by School Office Manager/Department Secretary)*

Employee Name: \_\_\_\_\_ Site: \_\_\_\_\_

Employee EID: \_\_\_\_\_ Present Classification: \_\_\_\_\_

Employee is working for: \_\_\_\_\_

New Classification: \_\_\_\_\_  
 (for which duties were assumed)

**Days Employees Worked Out of Classification**

Total Days Out of Classification	Start Date	End Date	# of Days
Budget Account String			

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor

**(To Be Completed by Human Resources Dept. Only)**

Present Range/Step: \_\_\_\_\_ New Range/Step: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Assistant Superintendent of Human Resources

**Days/Hours Worked  
 (To Be Completed by Payroll Department Only)**

Classified Unit Member Position

Include Present Longevity	Salary	Daily/Hourly Rate	Day/Hrs. Worked	Amount
For # of days worked out of classification				
For # of days worked within classification				
Total amount to be paid				
Total amount previously paid				
Difference to be paid (regular)				
Overtime	(Overtime hrs. X 1.5 (out of class rate-present rate))			

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Fiscal Services

Distribution: Payroll, Human Resources, Benefits