



Request for Temporary Out of Class (TOC) Compensation

Name: \_\_\_\_\_ Empl ID \_\_\_\_\_

Site: \_\_\_\_\_ Location # \_\_\_\_\_

Worked TOC for: \_\_\_\_\_ Position Title \_\_\_\_\_

Reason for TOC: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Approved Date

Administrative Procedure 7420:

**Temporary out-of-class assignments.** Classified employees temporarily assigned to perform higher-level duties not reasonably consistent with those prescribed for their regular job classes for more than four workdays within a fifteen-calendar-day period shall receive an upward salary adjustment. The salary adjustment shall be effective for the entire period of such assignment; the amount of adjustment shall be the same as would be provided by regular promotional rules, as determined by the classification and compensation director.

Extensions of TOC assignments require an additional request form to be submitted to your Custodial Services Supervisor. Typical TOC assignments for vacant positions are for 90 calendar days or until the position is filled.

SUBMIT COMPLETED FORMS TO PHYSICAL PLANT OPERATIONS, CUSTODIAL SERVICES, OR FAX TO 858-496-1737.