



**Request for**

**f Classification  
(Classified Employees)**

**Instructions:** *Submit original to Budget Services. Budget Services will forward after approving to Human Resource Services to request additional compensation be provided to an employee for performing the duties of a higher-level classification. The original will be returned to the originating department or school to indicate disposition of the request. Refer to reverse side for procedures.*

<b>School or Department:</b>	<b>Date (mm/dd/yy):</b> : : : :
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<b>Name of Employee Recommended:</b>		<b>Name of Absent Employee:</b>	
<b>Employee's Classification:</b>		<b>Absent Employee's Classification:</b>	
<b>Employee's Social Security Number:</b> : : : :	<b>Dates Additional Duties Are to be Performed:</b> From (mm/dd/yy): : :   To (mm/dd/yy): : : : :   : :		
<b>Reason for Absence (Type X to Select Box):</b> <input type="checkbox"/> Vacation <input type="checkbox"/> Illness <input type="checkbox"/> Resigned <input type="checkbox"/> Other			

*Describe the additional duties to be performed which are in addition to the employee's present duties, and give the approximate percent of time the employee will sp*

## **Procedures**

Before a classified employee may be compensated for performing higher-level duties, approval must first be obtained from the appropriate Director of Human Resource Services. This approval is obtained by submitting a "*Request for Working Out of Classification*"