

**IMPERIAL COMMUNITY COLLEGE DISTRICT
WORKING OUT OF CLASSIFICATION**

In accordance with E.C. 88010 and with related statement in the Classified Handbook as established policy of the Governing Board of Trustees of Imperial Community College District, I request consideration for increased salary for assignment to work out of my regular classification. Payment for Working Out of Classification is paid upon completion of the work.

Employee Name: _____

Employee's regular classification: _____

Name of Employee filling in for: _____

Classification of work to be performed: _____

The dates asked to Work Out of Classification: _____

Account Distribution/FOAPAL: _____

Person who requested that I Work of Classification: _____

Employee's Signature

Date

Supervisor's Signature

Approved

Denied Date: _____

Vice-President's Signature

Approved

Denied Date: _____

Chief Human Resources Officer

Approved

Denied Date: _____

President's Signature

Approved

Denied Date: _____

Comments: _____
