



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.*

School or Department:	Date (mm/dd/yy): : : :
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Name of Employee Recommended:		Name of Absent Employee:	
Employee's Classification:		Absent Employee's Classification:	
Employee's Social Security Number: : : :	Dates Additional Duties Are to be Performed:		
	From (mm/dd/yy): : : :	To (mm/dd/yy): : : :	
Reason for Absence (Type X to Select Box): <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*"