

**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: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_