



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT
REQUEST FOR OUT-OF-CLASS COMPENSATION**

Complete this form to determine additional compensation for duties performed of your official job description for five (5) or more days in a fifteen (15) day period. The request will be reviewed and the proper compensation per Article 14.11 within ninety (90) calendar days of receipt of this request by Human Resources. This form must be completed and signed by the employee prior to it being submitted to their supervisor who will forward to the Human Resources Department. Retain a copy for your records.

SECTION I – TO BE COMPLETED BY EMPLOYEE		
<u>Employee Name:</u>	<u>Employee ID:</u>	<u>Date:</u>
<u>Department/Office:</u>	<u>Position:</u>	<u>Site:</u>

List additional job duties and responsibilities, (Not in your job description) that meet each of the criteria listed below:

- Are higher in scope and responsibility, in comparison to the job duties outlined in your job description,
- Are not reasonably related to the job duties outlined in your job description,
- Assigned by your immediate supervisor or other authorized person, and which
- You believe are inconsistent with the duties outlined in your job description.

List each job duty separately, and in detail, and include the information requested below.

Number of weekly hours performing duties: _____

Start date additional duties were assigned: _____ End date (if applicable):

I certify that I performed the aforementioned duties during the period indicated above.

Signature of Employee: _____ Date: _____

TO BE COMPLETED BY IMMEDIATE SUPERVISOR OR OTHER AUTHORIZED PERSON

The aforementioned duties and responsibilities were assigned to this employee during the period indicated in Part A. I assigned these duties and responsibilities because:

Signature – immediate supervisor authorized person: _____

Title: _____ Phone: _____ Date: _____

Was this employee assigned the duties and responsibilities because of a vacant position, or a position vacated due to an employee on leave? _____