



**CHANGE IN JOB RESPONSIBILITIES
DISTRICT INITIATED
Yuba Community College District - Personnel Services**

For a District initiated classified reclassification, the direct Supervisor/Manager should complete the following:

- Complete and return the below form to the Personnel Office. Requests need to be reviewed and approved by the Vice President/Dean to the requesting manager prior to submittal to Personnel.

- Director of Personnel will review each request. Critical areas to consider for each request are:
 1. **Duration** – out of class requests must be time specific. IE, out of class requests are temporary and must have a specific end date.
 2. **Job Duties** – the specific duties that are out of class must be outlined. Duties that add responsibilities or job scope are reasonable for consideration. Duties that create additional workload within the current job description is not cause for consideration for out of class.

- Director of Personnel will take one of the following actions regarding the request:
 1. **Approved** – Personnel Director will notify requesting manager.
 2. **Denied** – Personnel Director will notify requesting manager.
 3. **Follow-up** -- manager will be notified by Personnel for additional information regarding the request.

- No Out of Class pay will be implemented until approved by the Director of Personnel Services.
- Requests must be made prior to the start date of the requested Out of Class.
- Classified employees should not be directed to begin the duties driving the Out of Class request until approval by the Director of Personnel is obtained.



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Employee Name:

Duration of "Out of Class" Position:

FROM: _____ TO: _____

Current Position:

Out-of-Class Position:

Out-of-Class Job Duties:

Percentage of Out-of-Class time:

Job duties in current classification that were delayed:

REVIEWED BY:

Supervisor/Manager: _____ Date: _____

Vice President/Dean: _____ Date: _____

APPROVED BY:

Director, Human Resources: _____ Date: _____