



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

**CLAIM FOR TEMPORARY WORK OUT OF CLASSIFICATION FORM**

**A. TO BE COMPLETED BY EMPLOYEE**

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Current Job Title: \_\_\_\_\_ Location: \_\_\_\_\_ Department: \_\_\_\_\_

Shift: \_\_\_\_\_ Work Schedule: \_\_\_\_\_ FTE: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. List the duties and responsibilities, temporarily assigned by your immediate supervisor or other authorized person and performed by you, which you believe are inconsistent with the duties assigned to your regular position and do not reasonably relate to your classification.

2. Duration of work out of classification. NOTE: Each form shall not cover more than 15 calendar days. An additional Claim for Temporary Work Out of Classification must be submitted for each successive 15 calendar days.

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

If the performance of work out of classification was not for the entire duration of this period, list each specific date on which such work was performed. If the performance was for less than a full day, indicate the number of hours spent on that date working out of classification. NOTE: Exclude time on leave, holidays, and other non-work days.

3. I certify that I was assigned and performed the aforementioned duties during the period indicated above.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

4. I prefer that my temporary work out of class forms be processed as follows:  
Intermittently      Upon conclusion of out-of-class work performed      No preference

NOTE: Payment release dates may vary due to Board of Trustee agenda timelines and Payroll processing



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**B. TO BE COMPLETED BY IMMEDIATE SUPERVISOR OR OTHER AUTHORIZED PERSON**

I certify that the aforementioned duties and responsibilities were assigned by me and performed by 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? If the answer to this question is yes, a limited-term assignment shall be processed in accordance with Personnel Commission Rule 671, LIMITED-TERM ASSIGNMENTS.  Yes  No

**FOR ADMINISTRATION USE ONLY**

- 1. I have reviewed the contents of Parts A and B above. I \_\_\_\_\_ approve \_\_\_\_\_ do not approve the assignment of duties in Part A.

If disapproved, please list reasons for non-approval:

Signature of employee's college president or division head (ESC): \_\_\_\_\_

Date: \_\_\_\_\_



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**TIPSHEET ON TEMPORARY WORK OUT OF CLASSIFICATION**

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**Definition of Work Out of Classification**

“Temporary work out of classification” shall mean the performance of duties which are not fixed and prescribed for the employee’s regular class; not reasonably related to the duties of the employee’s regular class; evaluated as being at a higher level of difficulty and responsibility than those of the employee’s regular class; and performed for a limited period of time for other than training or emergency assignment purposes. Assignment to such work shall be interpreted as a requirement to perform duties assigned by a duly authorized person.

**Conditions to which temporary work out of class DO NOT APPLY:**

1. When an employee is assigned to perform the duties of an existing vacant position, a limited-term assignment shall be processed in accordance with the provisions of Rule 671, LIMITED-TERM ASSIGNMENTS.
2. When an employee is temporarily assigned work out of classification and that work assignment is not an existing vacant position, the employee may not request additional compensation for such work out of classification if established provisions for differential compensation exist. In such instances, the provisions of applicable Personnel Commission rules or contract provisions related to differential compensation apply.
3. When an employee is assigned to perform duties which are based on a change in organization structure, a change in technology, or the addition of higher-level duties and those duties are permanently assigned, the provisions of Rule 545, CLASSIFICATION STUDIES, apply and the procedures therein must be followed.

**Requirements for a Claim for Temporary Work Out of Classification**

1. The employee must be a regular status classified employee in other than a relief, substitute, provisional, or limited-term assignment.
2. The employee must be temporarily assigned and have performed the duties for more than five working days within a 15-calendar day period.
3. The employee must identify the duties in detail which are believed to be inconsistent with, or do not reasonable relate to, the duties of the employee’s assigned regular class.
4. The claim shall be submitted on the employee’s behalf no later than 100 calendar days after the first date of temporary work out of classification was performed. In unusual circumstances, the Personnel Commission may excuse the untimely filing of a claim when there is credible documentation and the facts establish that there was a mistake, inadvertence, surprise or excusable neglect by an employee or supervisor.

**Procedure for Processing a Claim for Temporary Work Out of Classification**

1. The employee shall complete Part A. of the Personnel Commission Form 100, Claim for Temporary Work Out of Classification, describing in detail those duties assigned and performed which are inconsistent with, and or do not reasonably relate to, the present classification.
2. The claim shall be prepared and submitted on the employee’s behalf at the end of each 15-calendar-day period and the completed form received by the Personnel Commission in a timely manner (no later than 100 calendar days after the first day of work out of classification was performed).
3. The employee shall forward the claim to his/her immediate supervisor or the authorized person who required the employee to perform the temporary work out of classification. Such immediate supervisor or authorized person shall state the reasons for the assignment and certify the performance of the work specified by the employee, or, if unwilling to do so, shall state reasons for non-approval above his/her signature in Part B. of form. Personnel Commission staff will conduct an investigation of the refusal to certify the claim and, based upon the findings, prepare a recommendation for action by the Personnel Commission.
4. The claim shall be forwarded to the employee’s division head (Educational Services Center) or college president for review and acknowledgement of the assignment (Part B). If the party disapproves the assignment, such official shall state the reasons on the claim. The claim then shall be transmitted to the Personnel Commission.
5. When a Claim for Temporary Work Out of Classification is based on a permanent assignment of duties to a position, a Classified Staffing Request (Form C1121), acknowledged by the college president or division head (Educational Services Center), shall be submitted with the claim. If the college president or the designated representative concurs in the permanent assignment of duties to a position and those duties do not fall within the classification of the position, the Classified Staffing Request (Form C1121) shall be submitted to the Personnel Commission for study.

**PLEASE REFER TO RULE 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION, FOR ADDITIONAL INFORMATION.**