

SANTA MARIA-BONITA SCHOOL DISTRICT

NOTIFICATION OF OUT-OF-CLASSIFICATION WORK and AUTHORIZATION TO PAY

PART I - Request completed by the site administrator

To: Human Resources Department

From: \_\_\_\_\_  
\_\_\_\_\_

Per Ed. Code 45110, this is to notify you that the following employee has worked (or is anticipated to work) out of his/her job classification for more than five days in a fifteen day calendar period, and is therefore entitled to be paid accordingly.

Employee: \_\_\_\_\_ Current Position: \_\_\_\_\_

Out-of-Classification Position: \_\_\_\_\_

Dates working out of classification: \_\_\_\_\_

Reason for working out of classification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

PART II - Approval/Denial

\_\_\_\_\_ Approved \_\_\_\_\_ Denied - Reason: \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent for Human Resources

\_\_\_\_\_  
Date

PART III - Notification to Employee

TO: \_\_\_\_\_

RE: NOTIFICATION OF OUT-OF-CLASSIFICATION PAY

Our office has been notified that you have performed work that is outside of your normal job classification. You will receive an upward adjustment in salary for the time you are actually working out of classification, per State of California Education Code 45110 *Inconsistent duties; compensation*. This pay is given at the end of the month following the month the work was performed. Absences during the time of your out-of-classification assignment (sick leave or vacation, etc.) will be paid at the salary rate of your regular position assignment. Specific pay information will be forwarded to you as payroll is calculated.

\_\_\_\_\_  
Signature/Human Resources

\_\_\_\_\_  
Date