

WORKING OUT OF CLASS

ACTING MANAGEMENT

CLASSIFIED

Categorical

General

EMPLOYEE: _____ SOC. SEC. #: _____

SITE: _____ CURRENT POSITION _____ START DATE: _____

END DATE: _____ ADDITIONAL DATES: _____

CURRENT POSITION:

BUDGET CODE: _____ % _____ FTE

BUDGET CODE: _____ % _____ FTE

BUDGET CODE: _____ % _____ FTE

WOOC/ACTING: _____ FOR: _____
(Position) (Employee)

BUDGET CODE: _____ % _____ FTE

BUDGET CODE: _____ % _____ FTE

BUDGET CODE: _____ % _____ FTE

REASON: _____

TO BE COMPLETED BY PERSONNEL

FROM SALARY PLACEMENT: RANGE: _____ STEP: _____ LONGEVITY: _____ %

TO SALARY PLACEMENT: RANGE: _____ STEP: _____ LONGEVITY: _____ %

APPROVED _____ SUPERVISOR/PRINCIPAL _____ DATE

APPROVED _____ DIRECTOR OF ASSESSMENT _____ DATE

APPROVED _____ BUSINESS DEPARTMENT _____ DATE

APPROVED _____ PERSONNEL DEPARTMENT _____ DATE

Classified Processing Certificated Processing Position Control Input PAF _____ Board Date