### STAFF Work Performed Temporarily at a Higher Classification

#### Employee Information

<table>
<thead>
<tr>
<th>Full Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Title &amp; Pay Grade:</td>
<td></td>
</tr>
<tr>
<td>Working out of Classification Title &amp; Pay Grade:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Anticipated Start Date:</th>
<th>Anticipated End Date:</th>
</tr>
</thead>
</table>

#### Job Information

Describe specifically which of the duties from higher level position will be performed and the percentage of time:

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________________________________________________________________________

Describe specifically which of the duties from current position will temporarily be delegated to another employee or not done at all and the percentage of time:

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________________________________________________________________________
Other Employee Information

Indicate which other available and comparably skilled employees from within the department were considered for the temporary duties at the higher classification:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Indicate why these employees were not selected:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Signature Approval & Routing

Department
Administrator
Signature & Date: ________________________________________________________

Route to the Human Resources Business Partner for your department.

Revised July 1, 2014