

Working Out of Classification – Request Form

A Teammate is considered “Working Out of Class” (‘WOC’) when they continue performing the duties in their current classification, plus they are assuming 50% or more of the duties of a vacant position (due to vacancy or leave of absence) that is of a higher classification. If a teammate is deemed WOC, they are entitled to a temporary in-grade until the position is no longer vacant or until the leave of absence ends. Complete the following and submit to Human Resources Shared Services via the Workday Help Center for a determination.

TEAMMATE INFORMATION	
TEAMMATE NAME:	AGENCY & DIVISION:
TEAMMATE CLASSIFICATION:	REQUESTED BY:
TEAMMATE POSITION #:	DATE OF REQUEST:
REASON FOR WORKING OUT OF CLASS	
<input type="checkbox"/> Leave of Absence <input type="checkbox"/> Vacancy	
WORKING OUT OF CLASS POSITION DETAILS	
Leave of Absence:	
Name of Teammate on Leave:	Position #:
Classification Title:	Classification Code:
Leave Start Date:	Leave End Date:
Vacancy:	
Position #:	Vacancy Date:
Classification Title:	Classification Code:
JUSTIFICATION	
WHAT DATE WERE/WILL THE NEW DUTIES ASSIGNED?	
WHY OR HOW WAS THIS TEAMMATE SELECTED TO WORK OUT OF CLASS? (BE SPECIFIC)	



LIST EACH ADDITIONAL DUTY ASSIGNED TO THIS TEAMMATE & PERCENTAGE OF TIME SPENT ON EACH DUTY.

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