



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Notification of Out-of-Classification Duties
(to be completed by employee)

To: _____ and Human Resources Department.
Immediate Supervisor Name

From: _____
Employee Name

Subject: Notification of Out-of-Classification Duties

Employee Job Classification/Title: _____ Campus: _____

This is to inform you that I am currently performing the following duties which I believe are out of my classification (list specific duties being performed and out-of-classification):

Length of time performing duties listed above: _____ to _____
Date Date

Employee Signature _____ Date _____

SUPERVISOR REVIEW / ACTION

Supervisor Signature _____ Date _____

- Listed duties are within the employee's current classification
Listed duties are not within employee's current classification
Complete "Request for Approval of Temporary Out-of-Classification Assignment"
Reassign duties
Desk Audit for position is required

President Signature _____ Date _____

FORWARD COMPLETED FORM TO HUMAN RESOURCES DEPARTMENT

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT

- Desk audit is recommended
Desk audit is not recommended

Director of Employment Services / Personnel Commission _____ Date _____

