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UCONN HEALTH
HUMAN RESOURCES

Request for Temporary Service in Higher Class (TSHC)

☐ Original Request ☐ Extension Request

Instructions:

- TSHC appoints should only be used when there are bona fide vacancies, long-term absences or special duration projects.
- Temporary assignment must be for a minimum of three (3) months. The three-month rule may be waived by mutual agreement of HRD and the Union.
- The employee must meet the minimum requirements for the higher class.
- An extension request is needed for continuation beyond the period specified on the original request.
- The Department shall give notice of the assignment to HRD in advance of the effective date except in emergency in which case notice shall be given within five (5) working days. HRD will notify the Union by forwarding a copy of the request.
- The base rate of pay in the higher class will be calculated as if a regular promotion has occurred.
- Any change in compensation will be effective the pay period following the date of the assignment.

Employee Name:	Employee #	Re-assignment Date: From: To:
Current Class Title:		Current Salary:
Class Reassignment Title:		New Salary:
Name of Person Replaced /Pos #:		Extension Date: From: To:

JUSTIFICATION Please document why it is necessary to make a "Temporary Service in Higher Class" assignment to cover this position.

Signature of Employee assigned to work in higher class	Date
Signature of Supervisor	Date
Signature of Department Head	Date
Signature of Human Resources Representative	Date