

## Secondary Job Classification Request

**Instructions:** Complete Sections I & II of this request providing all information pertinent to the secondary job being established. This includes a complete description of work to be performed on the secondary job. Requests should be sent to the Human Resources Information Center (HRIC), 705 Broad Street, Box 90496. The requestor must have the employee sign Section IV. Attach this form to the Secondary Positions Form and obtain appropriate budgetary signatures prior to submission to the HRIC.

### Section I: ACTION REQUESTED

Name of employee:	
Duke Unique ID#:	

Primary Job			
Department:		Organization al Unit #:	
Primary Job Code & Title:		Rate of Pay:	
Normal Work Schedule:		Pay Point:	
Days Worked:			
Supervisor:		Title:	
Telephone No:			

Secondary Job			
Department:		Organization al Unit #:	
Secondary Job Code & Title:		Rate of Pay:	
Normal Work Schedule:		Pay Point:	
Days Worked:			
Supervisor:		Title:	
Telephone No:			

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Signature of Primary Department Head or Representative                      Title                      Date

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Signature of Secondary Department Head or Representative                      Title                      Date

### Section II: DESCRIPTION OF WORK

In descending order of importance, describe clearly and fully specific duties and responsibilities of the secondary position. Insufficient information may cause a delay in processing this request. Do not attach a copy of the established University job description in lieu of a detailed description of work:

**Section III: EMPLOYEE SIGNATURE**

I agree to be paid during overtime hours at a rate of not less than one and a half times the regular hourly rate of pay established for the type of work I perform during such overtime hours.

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Signature of Employee

Date

**Section IV: DISPOSITION OF REQUEST (to be completed by Rewards & Recognition)**

Approved Classification: \_\_\_\_\_

Approved Rate/Rate Range: \_\_\_\_\_

Remarks: \_\_\_\_\_

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Analyst Signature

Date