



St. Cloud State University

CLASSIFIED PERSONAL ACTION PROCESSING FORM

Revised 9/9/25

Employee Information

Name	Employee ID	Position Title	Department	Supervisor
Barg Unit		* Review policies if employee is separating 1) Employee Separation 2) Assigned Space		

Personnel Action Requested

Leave of Absence			Retirement	Resignation
Type of Leave	Start Date	End Date	Retirement Date	Last day of work
Recommend	Do Not Recommend			

Work Out of Class Agreement (WOOC) Definition of Work out of class: *an employee is assigned substantially all of the duties of a vacant position & exceeds 10 consecutive workdays.*
If the WOOC assignment is 6 months or more in duration, the most senior qualified employee will be appointed to the WOOC (if applicable) A WOOC is typically utilized to temporarily fill a vacancy OR for an extended leave of absence (LOA). A WOOC is NOT used to cover vacation leave.

Reason for WOOC Request		Classification of WOOC Vacancy	Classification of Employee to be assigned
Temporarily Fill a vacancy	Fill in behind a Leave of Absence		
Current Hourly Rate of Pay <i>Requested WOOC Hourly Rate of Pay (must be at least one step if new class is a promotion – consult with Human Resources)</i>		WOOC Hourly Rate of Pay Cost Center to be charged for WOOC	

Comments

	Reviewed & Approved		Signature	Date
	Supervisor			
	Vice President/Division Leader			
	Human Resources			
		Final Decision - If applicable		
		Signature		Date
		President		

Form Instructions

- Policies required to review for anyone separating from employment

- [Employee Separation](#)
- [Assigned Space](#)

- **Retirement:** Attach retirement letter from employee indicating effective date of retirement
- **Resignation:** Attach resignation notice from employee.
- **Leave of Absence:** Attach letter from employee requesting LOA. Letter should include the purpose of leave and dates.
- **Work Out of Class:** may be extended by mutual agreement and approval of HR