



## Temporary Out of Class Assignment Procedures for Supervisor

Review Article 17: Temporary Out of Class (TOC) in the CSEA Agreement – Bargaining unit members may be temporarily assigned to perform duties in a higher or lateral classification and/or range.

### [CSEA Contract](#)

*\*Please be advised, TOC assignments to fill vacant positions are restricted to 960 hours within a fiscal year, per California Government Code section 20480.*

1. Supervisor completes Request to Announce for TOC Assignment (Internal) and submits to HR.
2. Human Resources reviews Request to Announce for TOC Assignment and notifies supervisor of approval via email.
3. Supervisor announces TOC abiding by the order of operations outlined in CSEA Agreement for TOC hiring.
4. Interested employees must submit resume to the TOC supervisor. *Note: TOC candidates must meet the minimum qualifications of the position.*
5. Supervisor emails HR the list of interviewee candidates and their resumes.
6. HR reviews the list of candidates for TOC eligibility and the resumes to ensure applicants meet minimum qualifications of the position. HR confirms eligibility of candidates via email.
7. Supervisor conducts interviews and notifies HR of the successful candidate.
8. The department completes the TOC form and routes for all necessary signatures. TOC form is found here: [Request & Authorization for Temporary Out of Class Assignment](#)
9. College submits completed TOC form to Human Resources for final approval. Candidate is NOT eligible to begin work until approved by the Senior Director of Human Resources.
10. Supervisor shall inform candidate of proposed duties, duration, additional compensation, and potential change in benefit eligibility and/or pay date. The supervisor shall direct the employee to contact HR for more information regarding possible benefit and/or pay changes.
11. The TOC supervisor shall coordinate start date and duration of temporary assignment with the permanent supervisor.
12. If extending the assignment, repeat steps 8-10.

\*If Temporary Out of Class announcement is unsuccessful, then the vacancy can be filled with a Short-Term Contract.