



REQUEST TO ANNOUNCE
TEMPORARY OUT OF CLASS ASSIGNMENT

Bargaining unit members may be temporarily assigned to perform duties in a higher or lateral classification. Temporary Out of Class assignments to fill vacant positions are restricted to 960 hours within a fiscal year, per California Government Code Section 20480.

Modesto Junior College

Columbia College

Central Services

Position Title: _____ Division Unit: _____

Salary Range: _____ Percent of Full-Time: _____%

Proposed Appointment Period: _____ to _____

Requested by: _____ Date: _____
(Print Name)

Leave Replacement – Duration of the leave
▪ Employee on Leave: _____

Active Recruitment/Replacement – Up to ninety (90) calendar days
▪ Employee who separated from YCCD: _____

Backfill resulting from Interim Appointment – Until permanently filled, not to exceed two (2) years. (See Title V CCR Section 53021)
▪ Employee on Interim Appointment: _____

Duties outside of regular assignment/Special projects – Up to one hundred eighty (180) calendar days
○ Please attach rationale of duties and/or special projects

Department Assessment/Position Review – Up to one hundred eighty (180) calendar days
○ Please attach rational for department assessment/position review

(Signature of Requester) (Date)

HR USE:
Approval: _____ Date: _____
NOTES: