



REQUEST TO ANNOUNCE
TEMPORARY OUT OF CLASS ASSIGNMENT

Bargaining unit members may be temporarily assigned to perform duties in a higher 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: