



**HUMAN RESOURCES**  
**TEMPORARY OUT-OF-CLASS ASSIGNMENT PROCEDURES**

1. Refer to Article 16: TEMPORARY OUT OF CLASS in the CSEA Agreement:  
[https://www.yosemite.edu/hr/employeeforms/contracts\\_handbooks/CSEA%20Contract%202016-2019.pdf](https://www.yosemite.edu/hr/employeeforms/contracts_handbooks/CSEA%20Contract%202016-2019.pdf)
2. Email HR (Grace Cabrera, Rhonda Campbell) with list of potential interviewees prior to conducting interviews.
3. HR will confirm eligibility of interviewees. If an initial solicitation for a temporary out-of-class opportunity is unsuccessful, contact HR (Grace Cabrera, Rhonda Campbell) for additional options.
4. Supervisor interviews and selects candidate and notifies HR of candidate.
5. TOC form is completed and submitted: <https://www.yosemite.edu/recruitment/hiringprocess/>.
6. Candidate is NOT eligible to begin work in new position until approved by HR.
  - In time sensitive situations, scan form to Lucy Munoz for VCHR pre-approval. Wet signatures are still required.
7. Once the VCHR has approved the request, supervisor shall inform candidate of proposed duties, duration, and extra compensation.
8. If assignment is to be extended, repeat steps 5 and 6.