TEMPORARY WORK OPPORTUNITY PROGRAM (TWOP)
Frequently Asked Questions (FAQs)

1. **What is the Temporary Work Opportunity Program (TWOP)?**
   The effects of the COVID-19 pandemic have resulted in the need to create temporary reassignment opportunities for UC Santa Barbara staff employees to shift employees from departments where operations have scaled-down (referred to as Home Departments) to departments that are experiencing staffing shortages (referred to as Host Departments). This program is intended to provide temporary reassignments to keep staff employed. The minimum reassignment is 30 days, although exceptions may be made for shorter periods. The program will end June 30, 2021, unless extended.

2. **How do I know if I am eligible for the TWOP?**
   Your Home Department supervisor or HR representative will inform you of your eligibility to participate in the TWOP.

3. **How do I find out about temporary work opportunities at UC Santa Barbara?**
   Temporary work opportunities will be posted in the UCPath Portal's Recruiting Workcenter. You can submit your application for temporary work opportunities within the Recruiting Workcenter. For instructions:
   https://www.jobs.ucsb.edu/sites/default/files/docs/How_to_Apply_as_an_Internal_Applicant.pdf

4. **What if I don't see a temporary work opportunity that fits my qualifications?**
   HR encourages you to select the link to "Apply Without Selecting a Job." You will complete an application that can be matched to new temporary work opportunities posted at a later date. Click here for instructions.

5. **What happens after I apply for a temporary work assignment?**
   Your application will be reviewed by the Host Department. You may be invited to interview for the temporary reassignment. If selected by the Host Department, you will receive notification by phone or email from the HR Talent Acquisition unit.

6. **Will I receive training to perform my new temporary reassignment?**
   You will receive the training necessary to perform the tasks assigned during your temporary reassignment by the Host Department.

7. **Who will be my supervisor if I work a temporary reassignment under the TWOP?**
You will be assigned a temporary supervisor in the Host Department. Both your temporary supervisor and your Home Department supervisor will approve your timesheet and any requests for time off. Employees will submit accurate timesheets in advance of deadlines.

8. **How will I submit my timesheets when I am working a temporary reassignment?**
You will continue to submit your timesheet in Kronos. Your temporary supervisor will provide you with any additional instructions if needed.

9. **What will be the duration of the temporary reassignment?**
The duration of the temporary assignment will vary depending on the needs of the Host Department. You will be informed of the estimated duration of the temporary reassignment when you are offered the reassignment. In general, the minimum duration is 30 calendar days.

10. **Could my pay rate be reduced depending on which job I apply for?**
You will retain your current job code, title and salary throughout the duration of the temporary reassignment. A temporary reassignment is not a transfer, reclassification, demotion, promotion or entitlement to future employment in the Host Department.

11. **What happens when the temporary reassignment ends?**
You will be informed of the end of the temporary reassignment by your supervisor. You will return to your Home Department at the completion of the temporary reassignment, unless you are given other instructions.

12. **Will I lose my seniority in my Home Department if I work a temporary reassignment under the TWOP?**
You will continue to accrue seniority as you would if working within your Home Department.

13. **Who can I contact if I have questions about the TWOP?**
For questions about your eligibility to participate in the TWOP, contact your Home Department supervisor.

For questions about how to apply for temporary work opportunities, you may email the HR Talent Acquisition unit at HRweb@hr.ucsb.edu. Contact information for the Talent Acquisition team is posted at: https://www.hr.ucsb.edu/employment/contacts