

TEMPORARY WORK OPPORTUNITY PROGRAM (TWOP)

Guidelines

1. The program will end June 30, 2021, unless extended.
2. When the TWOP is an alternative to temporary layoff, temporary reassignments should be pursued as early as possible and may be initiated by a department in advance of, concurrent with or after a temporary layoff notice has been issued to an employee. The Home Department identifies eligible employees who would benefit from temporary reassignment, and submits the TWOP employee information to Katherine Abad in the HR Talent Acquisition unit. The Home Department informs the employee of the TWOP and assists the employee to participate in the TWOP.
3. When an employee is temporarily reassigned, a department may amend the effective date of a temporary layoff and thus the effective date of a temporary layoff can be deferred.
4. Reassignments are temporary and an end date is to be established between the Home Department and Host Department. The minimum reassignment is 30 days. The duration of reassignments may be shortened by the Host Department, in which case, the employee would return to their Home Department and may be subject to a temporary layoff.
5. Home Departments will continue to manage and approve the employee's timesheet and account for paid or unpaid leaves. Employees will submit accurate timesheets in advance of deadlines. Supervisors in the Home and Host Departments will undertake arrangements to ensure the accuracy of timesheets.
6. A temporary reassignment does not constitute a transfer, reclassification, demotion, promotion or entitlement to continued, future employment in the Host Department. The employee will retain their current job code, title and salary throughout the duration of the temporary assignment. The Home Department remains the department of record for documentation of personnel matters, including payroll and timekeeping records.
7. Bargaining unit work will be limited to represented employees in the same bargaining unit. However, represented employees may perform non-represented work. Since employees must be qualified to perform the new work as part of a temporary reassignment, the intent of the program is that employees will be reassigned to the same or similar job classifications that they normally perform, or have performed in the recent past.
8. Hours worked on a temporary reassignment will be paid based upon the employee's current rate of pay and any shift differential policies that apply. In light of the budgetary impacts of COVID-19, employees are not eligible for stipends, equities or pay increases as part of this program, except where a stipend is required by the terms of a collective bargaining agreement.

9. A temporary reassignment must be at the same or lesser percentage of time as the employee's current appointment. When there is any variance in the percentage of time in the Host Department's temporary work assignment, there must be mutual agreement between the Host Department and the Home Department concerning the split in the appointment percentage. Any temporary change to the appointment percentage must be done in accordance with applicable UC policies and collective bargaining agreements. The HR Talent Acquisition unit should be consulted when such changes will result.
10. Employees working in a temporary reassignment will continue to accrue seniority as they would if working within their Home Department.
11. The Host Department is responsible in full for paying the employee's salary and benefits for time on reassignment, consistent with applicable UC policies and collective bargaining agreement provisions, unless other arrangements are agreed to between the Host and Home departments. The Home Department and Host Department may agree to split fund the employee's salary and benefits. The Host Department will enter into a memorandum of understanding with the Home Department to accomplish this via a transfer of funds. The Office of Budget and Planning should be consulted regarding the transfer of funds for salary and benefit expenses.
12. Only employees who have been identified as eligible by their Home Department will be considered for a temporary reassignment.