

Temporary Reassignment Information for Employees and Supervisors

3/23/2020

Yavapai College is implementing a temporary job reassignment option for employees who are unable to work from home and for departments that need extra workers during the COVID-19 response situation.

If you are an **EMPLOYEE** who cannot perform your regular job from home and seek reassignment:

1. Fill out the [Temporary Job Reassignment Interest form online](#)
2. You will be contacted by HR and/or the supervisor if a position becomes available

If you are a **SUPERVISOR** with temporary jobs that need to be filled:

1. Fill out the [Temporary Jobs Available form online](#)
2. You will be contacted by your HR Business Partner and connected with available employees

Employees will maintain their current rate of pay and be paid from their current budget.