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Any day in which the Short-Term employee renders service is considered a work day, regardless of the number of hours worked (e.g. 1 hour = one day; 4 hours = 1 day; 8 hours = 1 day.)

The hiring manager is responsible and accountable for monitoring the number of days worked to ensure that the employee does not exceed the number of days authorized.

Employee Start Date

Short-Term employees **may not** be employed until the Board of Trustees specifies the service required to be performed and certifies the ending date of service.

An offer of employment to a Short-Term employee shall not be made until a 'Request to Hire Short-Term Employee' (HR-01) form with all required signatures has been returned to the requesting Department.

An employee is not authorized to start work until all authorization signatures have been obtained and all requisite employment paperwork has been received by the Human Resources Office. The District is not responsible for the payment of wages due to an individual who has been allowed to begin work prior to approval.

PROCEDURES

Getting Approval to Hire

1. The **Manager/Supervisor** completes a '*Request to Hire Short-Term Employee*' (form HR-01) and signs it, verifying that the requested hire is in conformance with the employee definitions as stated in Education Code §88003 (listed above).
[Note: One original form is required for each position requested]
2. The **Manager/Supervisor** submits the completed form to the appropriate Budget Manager.
[Note: **Do not** attach the '*Short-Term Employment Notice*' (Form HR-02) or any employment paperwork to this form at this point.]
3. The **Budget Manager** signs the form, verifying the appropriate budget code and availability of funds, and routes the form to the appropriate Vice-President (if applicable).
4. The **Vice-President** verifies that the request is in conformance with the employee definitions as stated in Education Code §88003 (listed above) and signs the form, approving the request, and routes the form to the Human Resources Associate Vice President.
5. The **Human Resources Associate Vice President** signs the form, approving that the request conforms to applicable laws and regulations.

6. The **Human Resources Associate Vice President** places an item requesting the short-term services required and designating the beginning and ending date of the service on the next available Board of Trustees agenda.
7. The **Board of Trustees** approves the short-term services to be provided.
8. The **Human Resources Associate Vice President** returns the completed form to the Department, signifying approval to hire an employee.

Processing a New Employee

1. The **Department** completes a '*Short-Term Employment Notice* (form HR-02) with the following completed employment paperwork attached:
 - Application for Classified Position
 - Short-Term/Substitute Employment Conditions/Acknowledgement
 - Employment Eligibility Verification (I-9) (with copies of supporting documents attached)
 - Employee's Withholding Allowance Certificate (Form W-4)
 - Retirement Questionnaire
 - Physician Designation
 - Designation of Person to Receive Warrants
 - Standards of Employment/Service Agreement
 - Photocopy of Social Security Card taken by Department staff
2. The **Department** attaches the original '*Request to Hire Short-Term Employee* which was returned to Department after Board action (and which contains Human Resources Associate Vice President's signature)
3. The **Manager/Supervisor** signs the '*Short-Term Employment Notice* , verifying that all appropriate information and employment documents are attached, and routes it to Human Resources.
4. The **Human Resources Associate Vice President** signs the form authorizing the hire and routes the form to Human Resources staff for processing to the Board of Trustees
5. The **Human Resources Staff** [target: within 2 days of receipt (with completed employment paperwork) in Human Resources] send a copy of the signed '*Short-Term Employment Notice* to the Department, signifying that the employee may begin work.