

GUIDELINES FOR REQUESTING A SHORT/TERM, TEMPORARY EMPLOYEE

The District recognizes that there may be a need to employ short-term/temporary employees. The hiring of short-term, temporary, and student employees are regulated by the Education Code, Title 5, CCCUE collective bargaining agreement, federal and state employment laws.

Categories of Employment:

- **Special Projects/Temporary Extra Help/Intermittent:** These are *non-continuing*, temporary appointments made in response to special projects, unexpected workload demands, and/or department assessment of organization. The service required or similar services will not be extended or needed on a continuing basis. Employees in this category are limited to 175 working days per fiscal year.
- **Substitutes:** A short-term employee hired as a temporary replacement in the same job classification as a classified employee on an approved leave of absence. Substitute employees are limited to 175 working days per fiscal year.
- **Replacement for Classified Vacancy:** Maximum of 60 business days permitted only during recruitment process to replace classified vacancy. Replacement must be the same job classification of employee being replaced.
- **Student:** Student employees are limited to 20 hours per week during the regular academic year. A student employee may work up to 40 hours per week during academic breaks (i.e. winter break, spring break). In order to be considered a student they must be enrolled in at least 6 units. (For summer employment, a student must have enrolled in at least 6 units during the spring and/or fall semesters)

Reminders:

- Short-term/temporary employees must not exceed 175 working days per fiscal year. Working days are counted by employee and not the position or assignment.
- Short-term/temporary employees are temporary appointments, not members of the classified association.
- Short-term/temporary employees do not qualify for fringe benefit coverage, paid vacation, or holiday pay.
- Employees may not start work until after written administrative approval from Human Resources.
- Short-term/temporary employees are at-will and may be released from their assignment at any time.
- Short-term/temporary employees may qualify for sick leave.

- It is the Hiring Manager's responsibility to ensure timesheets are submitted by the deadline sent out monthly by the Payroll department.
- Short-Term/Temporary/Student employees who work more than 1000 hours in a fiscal year will be enrolled in CalPERS. The enrollment into CalPERS will have result in an additional deduction for the employee and an additional cost to the department budget.

Process:

1. Once the need to hire a short-term/temporary employee is determined, the hiring manager will contact Human Resources to announce the temporary position.
2. Positions will be recruited based on the title and pay range from the Short-Term/Temporary/Student Salary Schedule. Substitute and Classified replacement positions will be announced as the classified assignment.
3. Applicants will need to submit a Short-Term/Temporary Employment Application.
4. The Hiring Manager will review and interview applicants that they feel qualify for the assignment.
5. Upon selection, the hiring manager must complete a Short-Term/Temporary Contract. For student employees, the Student Employment Confirmation must be completed.
6. Dates of employment and required hours must be specific to the assignment. Contracts submitted for the full academic year will automatically be denied unless justification is submitted.
7. The completed contract will be submitted to Human Resources.
8. Human Resources will notify the hiring manager when the employee can begin work.
9. Employees are not allowed to begin work until Human Resources approves.
 - a. If the temporary employee requires email or other network access, a Computer Access Sheet must be completed by the hiring manager.
10. Failure to follow this process may result in the hiring manager's privilege of hiring short-term/temporary employees be suspended.

Stipends:

Hiring Managers must complete a Request for Stipend when providing a stipend to employees.

Stipend amounts must follow Collective Bargaining Agreements and/or the Short-Term/Temporary/Student Salary Schedule.