

	Human Resource Services
	<b>Rehire Employment Action Form</b>

**Please read these instructions before completing the form.**

**This form is only used to rehire student or short-term employees at the same assignment with the same payrate. If the assignment is changing an action form should be submitted instead of this form with a new assignment indicated.**

Student Employees:	<p>All Student employees must carry 6 (six) units during the Fall and Spring semesters.</p> <p>Student employees, including international CalWORKs Federal Work Study students, must carry 3 (three) units during the Summer semester. CalWORKs Federal Work Study student employees must carry at least 1 (one) unit during the Summer semester.</p> <p>Students, including international students, are limited to working no more than 20 hours per week.</p> <p>CalWORKs Federal Work Study student employees are limited to working no more than 26 hours per week.</p>
Short-term Employees:	<p>Assignments must stay below 1000 hours per fiscal year (inclusive of assignments in other areas).</p> <p>Short-Term employees may work up to 30 hours per week, anything above 30 hours must be approved by HR in advance.</p> <p>160-days is the maximum number of paid days a short-term can work during the fiscal year. Any time worked during the day counts as 1 day towards the 160-day limit per fiscal year.</p>

Student and short-term employees can work no more than 8 hours per day.

The Department is responsible for submitting a new action form for each employee, as needed if the employee is being retained. Employees had to work the previous semester in order to qualify as a rehire (or currently working if converting).

Please note that rehires may not begin work before this form is completed and approved by Human Resource Services, and all necessary paperwork is completed. All Short-terms must be Board approved prior to beginning work unless the Department's Vice President approves the early start date.

The Division Dean/Director is responsible for checking the budget to confirm adequate funds are available to support the request.



Palomar Community College District

## Rehire Employment Action Form

**For HR Use Only:**

Board Date \_\_\_\_\_

Position # \_\_\_\_\_

Employees MAY NOT BEGIN WORK before this form is completed and approved by Human Resource Services. HRS will notify the supervisor when the Rehire is authorized to start working in the new fiscal year or semester.

This form is only used to rehire with the same assignment and payrate as previously approved. If there is a change to the assignment or payrate please use the appropriate action form.

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

SSN \_\_\_\_\_ ID # \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Others to CC \_\_\_\_\_ Ext. \_\_\_\_\_

Brief description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Position Type:** ☐ Short-term ☐ Substitute (Short-term) ☐ Student Employee

**Check if applicable:** ☐ One-time conversion to Short-term: No longer eligible to be hired as a Student and not to exceed two calendar years; ☐ Convert Student to Short-term: Summer semester only

**APPOINTMENT** (STM - maximum of 30 hours/week and no more than 160 days per fiscal year, STU – maximum 20 hours/week):

Expected Start Date \_\_\_\_\_ Expected End Date \_\_\_\_\_

Number of hours employee will regularly work per week \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

The Division Dean/Director is responsible for checking the budget for adequate funds before forwarding this form to Human Resource Services.

I understand I must not allow a Rehire to begin working until this form is completed and approved by Human Resource Services.

Approved by Department \_\_\_\_\_ Date \_\_\_\_\_

Approved by Division Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

**Required for Short-term Rehire to begin prior to Board Approval:**

Approved by Vice President \_\_\_\_\_ Date \_\_\_\_\_