



## Human Resource Services

# Rehire Employment Action Form

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


**This form is for rehiring student or short-term employees for the same assignment with the same pay rate. If the assignment is changing, an action form should be submitted with a new assignment indicated.**

<b>Student Employees:</b>	<p>All Student employees must carry 6 units during the Fall and Spring semesters.</p> <p>Student employees, including international CalWORKs Federal Work Study students, must carry 3 units during the Summer semester. CalWORKs Federal Work Study student employees must carry at least 1 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>
<b>Short-term Employees:</b>	<p>Assignments must stay below 1,000 hours per fiscal year (inclusive of assignments in other areas). Short-term employees who reach 1,000 working hours will qualify for CalPERS.</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> <p><u>Types of Assignments –</u></p> <ul style="list-style-type: none"><li>• Intermittent – seasonal; services needed during peak periods in the fiscal year, or occasional service needed throughout the semester and/or year (i.e., extra help needed at the beginning of a semester or sporadically throughout the year for events).</li><li>• Project – hired for a specific project need; position not needed on an ongoing basis.</li><li>• Summer Only (Converting from Student) – for students not carrying enough units during the summer; a new student action form must be completed once they meet the student employee requirements for Fall/Spring.</li><li>• Professional – hired for a professional assignment; position not needed regularly and/or on an ongoing basis.</li><li>• Substitute – hired to perform work assigned to a Classified employee who is temporarily absent from duty, or to help fill a vacant Classified position for no more than 60 calendar days.</li></ul>

Student and short-term employees can work no more than 8 hours per day. There are no alternate work schedules for student and short-term employees (i.e. no 9/80's or 4/10's).

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 to qualify as a rehire (or currently working if converting from Student to Short-term).

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.

	Human Resource Services	For HR Use Only:
	<b>Rehire Employment Action Form</b>	Board Date _____ Position # _____

Employees **MAY NOT BEGIN WORK** before this form is completed and approved by Human Resource Services (HRS). Each area must be completed, or the form will be returned. 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 [Short-term Action Form](#) or [Student Action Form](#).

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

Employee ID# \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Others to CC \_\_\_\_\_

Position Type: ☐ Student ☐ Substitute ☐ Short-term

Expected Start Date \_\_\_\_\_ Expected End Date \_\_\_\_\_ Hours Per Week \_\_\_\_\_

(STM – no more than 30 hours/week and 160 days per fiscal year; STU – no more than 20 hours/week)

Current Pay: ☐ \$16.50 ☐ \$17.00 ☐ \$18.00 or Professional Rate \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Brief Description of Job Duties: \_\_\_\_\_

Description of Operational Needs: \_\_\_\_\_

Salary Account(s): ☐ Restricted ☐ Unrestricted

Letter	Account	Department	Program	Project/Grant	%

The Division Dean/Director is responsible for checking the budget for adequate funds before forwarding this form to HRS. I understand I must not allow a Rehire to begin working until this form is completed and approved by HRS.

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

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

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