	Human Resource Services
	<b>Short-term Employment Action Form</b>

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

## **Instructions**

A short-term employee is hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days, but in no case will a short-term employee work more than 160 days in a fiscal year.

A short-term employee can work 8 hours per day, 30 hours per week. If a short-term employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Short-term employees are not exempt from the overtime provisions of the Fair Labor Standards Act, and shall be paid overtime for hours worked over 8 hours per day.

Short-term employees are hired at one set rate for a specific assignment and are not eligible for future pay increases in that assignment.

The Department is responsible for downloading the Short-term Employment Packet for the short-term and ensuring that he/she completes all the forms prior to turning them in to Human Resource Services. It is also the department's responsibility to submit a new action form for each employee each fiscal year if the short-term employee is being retained.

Short-term employees are not authorized to begin work prior to Board approval unless the Department's Vice President approves the early start date.

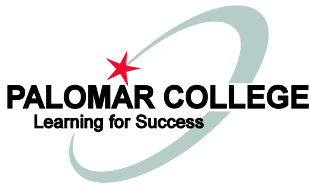
**The Division Dean/Director is responsible for checking the budget to confirm adequate funds are available to support the request.**

**SECTION 1:** Use the dates the employee is expected to work. Actual start date will be when all the hiring requirements are completed. Employment Action Forms will be returned to the Department if the account or any other information is incorrect or missing.

**SECTION 2:** Provide final date of employment. Accurate information is necessary to process final payment and to report data for unemployment claims and retirement fund reimbursements.

**APPROVAL:** It is the Supervisor's responsibility to obtain all approving signatures before submitting this form to Human Resource Services.

After this form is completed, approved and received in Human Resource Services, new employees **must come to Human Resource Services** to complete employment papers. To comply with the Immigration Reform and Control Act of 1986, all employees must provide identification and written documentation of eligibility to work in the United States.



# Short-term Employment Action Form

For HR Use Only:	
Start Date	_____
Empl Rec #	_____
Benefit Rec #	_____
Position #	_____
Board List	_____

Employees **MAY NOT BEGIN WORK** before this form is completed, approved, and all required employment documentation is completed and submitted to Human Resource Services.

Short-term Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

SSN \_\_\_\_\_ ID # \_\_\_\_\_ Position Title Short-term Employee

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

\_\_\_\_\_

\_\_\_\_\_

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

New Employee  New Assignment  Rehire (has previously worked for the District and is continuing within the same department)

**Check the applicable assignment:**  Seasonal;  Professional;  One-time conversion to Short-term: no longer eligible to be hired as a Student and not to exceed two calendar years.

Is employee required to possess any license or certificate to perform this job?  Yes  No

Is a physical required?  Yes  No

**1. APPOINTMENT** (maximum of 30 hours per week and no more than 160 days per fiscal year. All assignments end June 30):

Anticipated Start Date (in this position or with new duties) \_\_\_\_\_ Anticipated End Date \_\_\_\_\_

Hourly Rate:  \$16.90  \$17.40  \$18.40 or Professional Hourly Rate: \$ \_\_\_\_\_

Note: Transcripts, certificates or proof of experience will need to be provided to honor Professional Hourly Rate.

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

CODE	ACCOUNT	DEPARTMENT	PROGRAM	PROJECT/GRANT	%

**2. TERMINATION:** Last Day of Work \_\_\_\_\_

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

I understand I must not allow a Short-term to begin working until: 1) this form is completed, 2) the Live Scan requirement has been completed, and 3) the entire Employment Packet (including the I-9 documentation) has been completed and submitted directly to the Human Resources Department by the Short-term.

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

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

**Required for all new hires and/or new appointments to District:**

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

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

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