



**Human Resource Services**  
1140 West Mission Road  
San Marcos, CA 92069

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## MEMORANDUM

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**DATE:** June 15, 2018

**TO:** All Supervisors and Administrators

**FROM:** Christine Winterle *CW*  
Interim Director, Human Resource Services

**RE:** Short Term and Student Employees for Fiscal Year 2018-19

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Please be advised effective June 30, 2018, all student and short-term employees who began prior to May 1, 2018 will be terminated in PeopleSoft pursuant to our normal process and procedures. During the week of June 18 – 22, Human Resource Services (HRS) will be sending each department a list of their short-term and student employees.

If there is a continuing need for a short-term assignment into the next fiscal year, an Action form must be submitted to HRS by July 13, 2018. HRS will be evaluating the form to determine if the assignment meets the definition of a short-term or seasonal/periodic assignment as defined below. If there is a continuing need in your department that exceeds one-year, then the department should evaluate their staffing to see if a permanent part-time or full-time position is needed.

- **New Short-Term Assignment** – specific assignment/project need; position not needed on an ongoing basis and not to exceed a fiscal year.
- **Seasonal/Periodic Assignment**– 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 or while an employee is on leave).
- **Continuing Short-Term Assignment** – same assignment, same pay and same account code(s) as the previous fiscal year; justification must be provided as to the ongoing need and shall not exceed two (2) fiscal years maximum.

Please note that the number of paid days a short-term can work during the 2018-19 fiscal year has decreased to 160 days. All District holidays, even if unpaid, must be included in the calculation of days worked per California Education Code requirements. A short-term employee can work up to 8 hours per day, 40 hours per week. If a short-term employee works 1 hour per day, it counts as 1 day towards the 160-day limit per fiscal year. Short-term employees shall be paid overtime for hours worked over 8 hours per day.

Student employees must carry enough units to remain in student status during the summer and throughout the year. If a student isn't carrying enough units you can hire them in a short-term assignment using the short-term action form. If at a later date they resume student status a student action form must be completed.

Please view the Short-Term and Student Hiring regulations and action forms on the HRS website at [www.palomar.edu/pages/hr/short-terms/](http://www.palomar.edu/pages/hr/short-terms/) and [www.palomar.edu/pages/hr/students/](http://www.palomar.edu/pages/hr/students/). If you have additional questions or concerns please contact [Elena Fernandez](#) via email or at extension 3042.