

Foothill-De Anza Community College District

Temporary Employee Policies and Procedures

I. TEMPORARY EMPLOYEE PERSONNEL POLICY

Before temporary employees are hired, the appropriate campus should ensure that the employment of temporary personnel is essential and the work assignment cannot be performed by regular employees, or the work assignment is most prudently assigned to temporary personnel. Before temporary employees are hired, efforts should be made to allocate the work among present classified staff.

The service of a temporary employee may be discontinued by the employing supervisor at any time.

Temporary Employees are not in a collective bargaining unit and do not enjoy any of the contract rights granted to unit employees. Specifically they are not eligible for District fringe benefits (sick leave, vacation, paid holidays, comp time, etc.), salary increases, reclassification, or for shift differential pay.

Temporary Employees are not granted preferential treatment based on their employment with the District if they apply for a permanent position.

Temporary Employees shall be provided rest periods and non-paid lunch breaks as required by law.

All paperwork to process an assignment must be submitted with your Board item (see below). Temporary employees are paid on the 15/16 of the month. Timecards are due the 1st day of the month.

II. PROCEDURES FOR FILLING A TEMPORARY ASSIGNMENT

The forms required to fill a temporary assignment are available in the campus Administrative Services office or call District Personnel Services at ext. 6221:

Before a short-term employee can begin work, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of “classification” in subdivision (a) of Section 88001, of the California Education Code and shall certify the ending date of the service.

Process for Board Submittal:

- Submit the Board item directly to Human Resources eight (8) working days prior to the Board meeting.
- Submit the information (employee name, job title, start and ending date, division, and campus) by e-mail or with TEA packet.
- Please pay attention to end date. If you need to extend the assignment, you must submit the extension to the Board **before** the employee can continue beyond the approved end date.
- Submit TEA with accompanying documents at least 3 days prior to start date.

There will be/can be no exceptions.

1) “Temporary Employee Assignment Authorization” form

This form must be completed with the appropriate signatures and campus approval before temporary employees begin work. Timecards or pay cannot be issued unless the form has been completed.

- Indicate the appropriate division and department 3 digit code (see attachment 1)
- Indicate type of employee for the assignment
- Select appropriate Class Code (see attachment 2)
- Stipulate the start and end date of the assignment
- Indicate the type of assignment
- Employee Status verification and acknowledgment
- Signature approval and authorization

2) "First Time Temporary Employee Application" packet

The following items must be on file in District Personnel Services before a temporary employee can begin work. Timecard or pay cannot be issued until these forms are received.

- Employee Information
- Oath of Office
- Affidavit of Designation to Receive Warrants
- Conviction Record

- Demographic Survey
- State and Federal Income Tax Withholding Forms

Effective July 1, 1991, all hourly employees not members of a public retirement system such as STRS or PERS will be required to pay Social Security and Medicare Payroll taxes. This payroll tax and coverage apply to all employees who are not

members of a public retirement system, after July 1, 1991, regardless of the date of hire

- 1-9 Documents
- Copy of Social Security Card

The District cannot accept anything other than a copy of the applicant's Social Security Card. If the applicant does not have a Social Security Card, or receipt for applications for replacement issued by the Social Security Administration, DO NOT proceed to discuss employment with the individual until the document can be provided to you.

III. DEFINITIONS

TYPES OF A ASSIGNMENTS

Temporary Substitute - any person employed to replace a classified employee who is temporarily absent from duty. (A temporary employee in paid status for more than 124 work days or 1000 hours is subject to PERS contributions.)

- The position must be a budgeted position.
- There must be an employee who is temporarily absent from the position - on paid or unpaid leave.
- **A substitute can be employed for no more than 180 work days.** However if the permanent employee is absent for more than a fiscal year, the District may hire another substitute employee to replace the substitute employee who was terminated prior to reaching the 180 work day limit
- The substitute cannot exceed the period of absence of the permanent employee.
- A Temporary Substitute, assuming all of the duties of the position, is paid the same level (range) on the temporary salary schedule as the absent classified employee. A Temporary Substitute, assuming a portion of the duties, is paid on the appropriate level of the Temporary Employee Salary Schedule.

Temporary-in-vacancy - any person who is employed to fill a vacancy. The vacancy cannot be fill

by an hourly person for more than 60 calendar days (CESA 90 calendar days).

- The position must be a budgeted position.
- A person can be employed for no more than 60 calendar days (CSEA 90 calendar days)
- A Temporary-in-vacancy, assuming all of the duties of the vacant position, is paid at the designated classification level of the position at Step A. A Temporary-in-vacancy, assuming a portion of the duties, is paid from the Temporary Employee Salary Schedule.

Temporary Short Term- any person who is employed to perform a one-time or seasonal service which is not needed on a continuing basis. (A temporary employee in paid status for more than 12 work days or 1000 hours is subject to PERS contributions.)

- A short-term employee cannot be employed for more than 45 work days per fiscal year (any time worked in a day is counted as one day).
- The district may employ another person to replace a short-term employee who has been terminated prior to reaching the 45 day limit, provided the total period of the service does not exceed 45 work days.
- Seasonal work occurs at time intervals within a year and may repeat from year to year. (maximum of than three (3) weeks at the beginning and end of the quarter)
- Temporary Short Term employees are paid from the Temporary Employee Salary Schedule only.

TERMINOLOGY

- **Calendar Days** - Days in calendar year including holidays and weekends.
- **Work Days** - Days worked in paid status.
- **Fiscal Year** - Term from July 1 through June 30.

IV. DEPARTMENT PROCEDURES

Each Supervising Manager must establish guidelines regarding employee conduct, performance standards/evaluations, procedures for collecting time cards, etc. as long as guidelines are reasonable and do not conflict with overall District policies. A Supervising Manager may dismiss a temporary employee at any time without cause.

The Supervising Manager is responsible for communicating and enforcing department and District safety practices. General safety guidelines are attached to the Temporary Employee packet.