



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services**

Checklist for Hiring

Short-Term Employees, Substitute Employees, Professional Experts, and Volunteers

Short-Term Employee (Completed Classified Application form must be submitted if applicant has not previously held position title in that unit or if the individual has had a break in service for one year or more.)

Short-term employees are not a part of the classified service. They are employed and paid for less than 75 percent of a college year (including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day) and they are not a part of the classified service. A "short-term employee" is "any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis." (Ed Code, § 88003). Short-term employees are hired for services that are not reoccurring and are not a permanent component of a district's operations. Short-term employees employed by Chabot-Las Positas Community College District may not exceed 150 working days within a college year.

**Substitute Employee (To cover temporary leave of classified member)
(Completed Classified Application form must be submitted if applicant has not previously held position title in That unit or if the individual has had a break in service for one year or more)**

Substitute employees employed and paid for less than 75 percent of a college year (including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day) are not a part of the classified service. A substitute employee is any person employed to replace any classified employee who is temporarily absent from duty. (Ed Code, § 88003). Substitute employees employed by Chabot-Las Positas Community College District for the temporary leave of a classified member may not exceed 150 working days within a college year.

**Substitute Employee (Recruitment)
(Completed Classified Application form must be submitted if applicant has not previously held position title in that unit or if the individual has had a break in service for one year or more.)**

When a district is in the process of filling a vacancy with a permanent employee, a district governing board may fill this vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, unless a collective bargaining agreement in effect provides for a different time period.

Professional Expert

Professional experts are not part of the classified service. They are employed on a temporary basis for a specific project. Professional experts are hired for their specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the governing board pursuant to Ed. Code, § 88001. They are hired for a specified period of time or funding amount. The specialized knowledge or expertise as it pertains to the duties of the assignment, specific period of employment and funding amount must be clearly stated on the Personnel Action Form.

In compliance with Education Code, the Office of Human Resource Services will review professional expert requests using the following criteria:

- The task to be completed requires someone with specialized knowledge or expertise as noted above.
- Employment is on a temporary basis.
- Employment is for a specific project.
- Specific projects may include one-time projects and work for which the ongoing need is uncertain because the funding source is unpredictable, or is demand driven.

Volunteer

Volunteers are not paid and are not a part of the classified service. Like short-term employees, their service is requested on a temporary basis for assignments that are not reoccurring, and are not a permanent component of the CLPCCD's operations. They are retained for a specified period of time which should be clearly stated on the Personnel Action Form.

NAME OF RECOMMENDED CANDIDATE				
Last	First	Middle Initial	Position Title (if applicable)	Previous Service in position (Yes/No)

I certify that based on the function and duties, as required of the employee, I am in compliance with the category of employment as checked (please attach this form to the PAF).

Immediate Administrator (please print)

Signature of Immediate Administrator

Date

Please check one:

<input type="checkbox"/>	Chabot College
<input type="checkbox"/>	Las Positas College
<input type="checkbox"/>	District Office