



OFFICE OF HUMAN RESOURCES

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 and 25 hours a week** within a college year and the rate of pay is equivalent to Step 1 of classification.

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 are paid 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 are not part of the classified service. A substitute employee is "any person who is 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 and 25 hours a week** within a college year and the rate of pay is equivalent to Step 1 of classification.

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 and may not exceed 25 hours per week**, of one or more substitute employees, unless a collective bargaining agreement in effect provides for a different time period and the rate of pay is equivalent to Step 1 of classification.

PROFESSIONAL EXPERT

Professional experts are not part of the classified service. They are 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 Ed Code, the Office of Human Resources 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 occurring, and are not a permanent component of the CLPCCD's operations. They are retrained 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 based on the function and duties, as required of the employee, I am in compliance with the category of employment as checked (please attached this form to the Personnel Action Form.)

Immediate Administrator (please print)

Please check one: Chabot College
 Las Positas College
 District Office

Signature of Immediate Administrator HR|P:/

Date