

Document # MSOP11	Title: Hiring Procedures for Short-Term Hourly Employees	Print Date: 7-25-2014
Revision # 1.0	Prepared By: Dr. Dativa Del Rosario	Date Prepared: 7-25-2014

Purpose: The purpose of this procedure is to clarify the steps and the process for short-term hourly employees.

Scope: This guide applies to all administrators, faculty, staff, and auxiliaries who wish to hire a Short-Term Hourly Employee.

Definition: According to the California Education Code, short-term employee means ‘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.’

Short-Term Employees are categorized as the following: An Instructional Assistant/(Discipline), a Seasonal Employee, a Short-Term, Non-Continuing Service, Lifeguards, Interpreters & Instructional Assistants/DSPS and Substitutes. Descriptions for each category may be referenced in the PCCD Office of Human Resources Hiring Procedures for Short-Term Hourly Employees Handbook.

Responsibilities:

Board of Trustees
PCCD District Human Resources
College President
Director of Business & Administrative Services
Cost Center Managers

Procedure:

1.0 ALL DOCUMENTATION MUST BE SUBMITTED TO PCCD HR

- 1.1 ePAF for the Short-Term Hourly Employee must be initiated in the ePAF system by the hiring department.
- 1.2 An online Peralta Community College District application must be filled out by the Short-Term Hourly Employee (Required only for new employees or individuals being hired into a classification not previously held) and submitted on the PCCD Human Resources website.
- 1.3 Acknowledgement Form (SEIU Only) – May be downloaded from the PCCD HR Website.

1.4 Calendar of Working Days (SEIU Only) – May be downloaded from the PCCD HR Website.

1.5 Unofficial Transcripts (Instructional Assistant positions only).

2.0 INTAKE PROCESS:

2.1 Human Resources will contact the candidate and provide instructions for obtaining a criminal background (Livescan) check and to schedule an intake appointment. The department is notified via email when the candidate has been cleared to begin working for the District. The candidate is required to bring the following documentation to their Intake Appointment: (1) Valid Identification for employment verification (Driver's license and/or passport), (2) Copy of the candidate's Livescan form, (3) Social Security Card, and (4) TB test results if exam was completed within the last 60 days.

2.2 Human Resources will ask the employee to complete a form (Form I-9) to verify employment eligibility.

2.3 Human Resources will confirm the terms of employment, e.g. pay rate, length of assignment, etc.

2.4 Human Resources will provide information regarding the retirement savings plan, union dues and/or fees.

2.5 Human Resources will provide information on how to obtain a TB Test (if needed) and provide a disclosure regarding Worker's Compensation.

2.6 Human Resources will have the employee fill out an Oath of Allegiance for the State of California, complete a personal survey form and provide a withholding form (W-4) for payroll deduction.

2.7 Human Resources will provide a disclosure outlining the District's Complaint and Investigation Procedures for Unlawful Discrimination and Sexual Harassment as well as answer any other questions the employee has.

3.0 COLLEGE RESPONSIBILITY

3.1 All hires must be approved by the President.

3.2 All short term hourly hires need Board Approval and therefore submission of the the hiring packet to Human Resources must take into consideration the Board meeting schedules.

3.3 It is the Hiring Manager's responsibility to closely monitor the days and hours worked for the remainder of the fiscal year.

3.2 It is the Hiring Manager's responsibility to track the days and hours worked and ensure that employees do not work beyond the allotted days/hours for their assignment.

3.2 If a short term employee's assignment ends prior to the end date on his/her ePaf, a termination ePaf should be initiated.

3.3 Submission deadlines sent by Human resources for short term hourly requests must be strictly adhered to.

Effectiveness Criteria:

- This procedure is to clarify the steps and the process for short-term hourly employees.

Forms/Records:

Form #		Record Retention	
Required by Standard			
PCCD Office of Human Resources Hiring Procedures for Short-Term Hourly Employees		Peralta Community College Website http://web.peralta.edu/hr/files/2012/08/Hiring-Procedures-for-Short-term-Hourly1.pdf	
Submission Deadlines sent by Human Resources			

Revision History:

Revision	Date	Description of changes
1.0	7/25/14	Initial Release