1. **Purpose** - To clarify the steps and the process for short-term hourly employees.

2. **References** –
   - PCCD Bargaining Agreements with SEIU Local 1021
   - PCCD Bargaining Agreement with IUOE Local 39
   - Education Code Section 88003
   - Settlement Agreement Between Peralta CCD and SEIU

3. **Introduction** – Departments throughout the District may hire short-term, hourly employees to fill temporary staffing needs or to serve as substitutes. 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.”

   - A continuing service fulfills a specific need that may reasonably be expected to be extended or carried forward into the next fiscal year.
   - A non-continuing service is work which, when completed, the service required or similar services will not be extended or needed on a continuing basis.
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The Education Code, bargaining agreements, and other agreements also limit the number of days that a person may work as a short-term employee. Those limits may be as short as 65 days, as long as 184 days, or a period of time somewhere in between. The amount of time that a short-term, hourly employee may work depends on the category of work they are performing.

4. Categories of Short-Term Employment

A. Instructional Assistant/(Discipline) – Any person working on a short-term continuing basis may work in an instructional assistant classification for up to 500 hours in a fiscal year. There is a district-wide limit of 85 positions during any fiscal year that may fall into this category. This is monitored by the Office of Human Resources. Prior board approval is required for employment in this category.

B. Seasonal Employee

1. Department – Any person working on a short-term basis to perform a continuing service may work up to 65 days in a fiscal year. Only one position per department. Employee cannot exceed 65 days district-wide in any seasonal position. Prior board approval is required for employment in this category. (SEIU Only)

2. A&R, Assessment, Financial Aid, and Cashier’s Office – Any person working on a short-term continuing basis in the noted departments may work up to 65 days in a fiscal year. The district may simultaneously employ short-term employees to perform a continuing service pursuant to the same job titles working in the same department, if the peak demands of the work in the department reasonably require additional employees working simultaneously to complete it on a timely basis. Prior board approval is required for employment in this category. (SEIU Only)

C. Short-Term, Non-Continuing Service – Any person working on a short-term and non-continuing basis may work up to 184 days in a fiscal year. Assignment in this category is made with the understanding that, upon the completion of this service, the service required or similar services will not be extended or needed on a continuing basis. Please contact the Director of Human Resources for clarification. Prior board approval is required for employment in this category.

D. Lifeguards – Any person working on a short-term continuing basis as a Lifeguard may work for up to 500 hours in a fiscal year. Prior board approval is required for employment in this category.

E. Interpreters and Instructional Assistants/DSPS – Any person working on a short-term and non-continuing basis as an Interpreter or Instructional Assistant for disabled students may work up to 184 days in a fiscal year. Prior board approval is required for employment in this category.
F. Substitute

1. Recruitment – A person may be hired to work during a period of up to 90 calendar days. Employment in this category may not extend beyond the 90th calendar day counted from the first date of employment. The 90 calendar days may cross fiscal years, but do not “renew” at the beginning of a new fiscal year. The request to advertise must be approved by the Chancellor prior to employment in this category.

2. Temporary Leave of Duty – A person may be hired to work for up to 184 days in a fiscal year to replace any Classified Employee who is on a temporary leave of absence. This category is normally used to temporarily replace employees on maternity leave, extended illnesses, etc. The name of the Classified Employee who is on temporary leave of absence should be included on the Personnel Action to hire the substitute employee.

3. On Call – A person may be hired for up to 184 days in a fiscal year to be on call as a substitute for any Classified Employee who is on a temporary absence, e.g., vacation, sick, etc.

5. Candidate’s Application for Short-Term Employment

(NOTE: Campus personnel may only ask for and review a copy of the candidate’s resume or application. Campus personnel are not authorized to collect any other information from candidates, including transcripts, driver’s license, social security card, TB test results, etc. All other documents must be submitted directly to HR by the candidate.)

Persons identified by the hiring manager/department for short-term employment must submit an online application if they have not previously worked for Peralta Community College District. Application materials will be reviewed by Human Resources to verify that the candidate meets the minimum qualifications for the position. Occasionally, Human Resources will ask for additional information if the existing materials are out-of-date or incomplete. Application for temporary employment must be done using the online process by visiting https://peraltaccd.peopleadmin.com/postings/search. In some cases, there may be a specific temporary position that the candidate may apply to, but candidates should normally apply to the TEMPORARY EMPLOYMENT POOL (Non-Teaching) position.

6. Departmental Requests to Hire a Short-Term Employee

Most actions to hire short-term hourly employees must be placed on the board agenda and approved by the Peralta Governing Board. A schedule of board meeting dates and associated deadlines for submission of materials for inclusion in the board agenda will be posted on the HR website.
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(http://web.peralta.edu/hr/). A complete set of the following documents must be submitted to HR by the posted deadline:

1. ePAF (electronic Personnel Action Form) – Instructions below.
2. Online application. (Required only for new employees or individuals being hired into a classification not previously held.)
3. Acknowledgement Form (SEIU Only) (Download from HR site.)
4. Calendar of Working Days (SEIU Only) (Download from HR site.)
5. Unofficial Transcripts (Instructional Assistant positions only.)

Personnel Action (ePAF) Notes – Please consult the ePAF User Guide for general guidance on initiating an ePAF. The following points provide specific guidance on filling out the ePAF to hire short-term hourly employees.

- To begin, initiate a new ePAF using the “Assign” action.

- **Effective Date:** Indicate the anticipated start date, which must be no earlier than the day after the next board meeting for most actions. Employment of short-term employees who require board action may not begin prior to the date of the board’s approval of the employment. *Work performed prior to the Board’s approval is in violation of the Education Code.* In addition, short-term employees may not begin working until after HR has received and verified the candidate’s criminal background check.

- **End Date:** Indicate the anticipated end date of the service. HR recommends, in most cases, the last date in the fiscal year (June 30, 201X) as the end date. However, this is not the appropriate choice in all cases. Please contact HR for more information.

- **Select Position:** When you are entering an ePAF for a new employee to the District, you will be prompted to enter the candidate’s name, address, and contact information. Afterwards, you will be prompted to enter the cost center indicating the department. The next screen will give you a list of the positions in that particular cost center. Those positions are to be selected only when hiring a regular employee. Short-term hourly employees don’t occupy positions. For this reason, scroll to the bottom of the page and click on the button next to the words “*It is for an hourly short term assignment*” and “*Continue without a position #*”.

- **Define Position:** On the next screen, you will be asked to define the position by identifying the job code and budget string. Please note that there are only three possible object codes that may be used for short-term hourly employees. They are:

  - 2352 – *Cler Tech & Spt Stf (Repl)*. This object code will apply to most short term hourly employees. It applies to hourly employees who are not working in a classroom/instructional assignment and who are not retirees.
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- **2357 – Classified Retirees.** This object code will apply to individuals who are retirees from Peralta who are also retired from CalPERS or CalSTRS.

- **2451 – Instructional Aides (Replace).** This object code is used for short-term hourly employees working as Instructional Assistants and Science Lab Technicians.

- Comments: In the comments section, please indicate the category of the hire from the choices listed above in “CATEGORIES OF SHORT-TERM EMPLOYMENT.” You should also indicate the work schedule of the assignment and other pertinent information.

The approvals for the ePAF are collected as the document moves through its workflow. However, there is also supporting documentation that must be completed and forwarded to HR in support of the personnel action.

Actions that are submitted prior to the deadline will, in most cases, be included on the list for board approval.

After the board has approved short-term hourly employment, Human Resources will notify the department of the board’s approval. Individuals who have been previously employed by the District are normally eligible to begin employment after the board meeting on the beginning date listed in the board minutes. New employees and individuals who have only worked as student employees within the District must complete the intake process before they are eligible to begin employment.

### 7. INTAKE PROCESS

Human Resources will contact the candidate and provide them with instructions for obtaining a criminal background (Livescan) check and to schedule an intake appointment. **Candidates may not begin employment with the District until after the Livescan results have been provided by the California Department of Justice (DOJ).** After the DOJ has provided the District a Livescan response, Human Resources will review the information provided. The department is immediately notified via email when the candidate has been cleared to begin working for the District. Human Resources will contact the candidate to schedule an intake appointment.

- **What to bring to your intake appointment:**
  
  - Valid identification for employment eligibility verification. (Driver’s license and social security card; and/or passport. Other documents may be provided to verify employment eligibility. Contact Human Resources for a copy of the full list.)
  
  - Copy of your Livescan form. (May be provided after intake appointment if Livescan appointment still pending.)
  
  - Social Security card.
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- TB test results if exam was completed within the last 60 days.
- (Optional) Voided personal check if you want direct deposit of pay.

- What to expect in your intake appointment:
  - HR will ask you to complete a form (Form I-9) to verify your employment eligibility.
  - HR will confirm your terms of employment, e.g. pay rate, length of assignment, etc.
  - HR will provide you information regarding the retirement savings plan.
  - HR will provide you information to obtain a TB test.
  - HR will provide you information regarding union dues or fees.
  - HR will ask you to sign an Oath of Allegiance to the State of California.
  - HR will give you with a withholding form (W-4) for payroll deduction.
  - HR will ask you to complete a personal survey form.
  - HR will provide you with a disclosure regarding Worker’s Compensation.
  - You will be provided a disclosure outlining the District’s Complaint and Investigation Procedures for Unlawful Discrimination and Sexual Harassment.
  - Answers to any other questions.