


SHORT-TERM EMPLOYMENT


| PRESENTED BY HUMAN RESOURCES



Agenda

- What is a Short Term Employee?
 - Employment Policy & Procedures
 - Classifications and Salary Schedules
 - Re-Employment
 - Employment Documents
 - Payroll Deadlines
 - Reports
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What is a Short Term Employee?

- A “short-term employee” is narrowly defined as an employee hired to perform a service which once completed will not be extended or needed on a continuing basis.
 - Short-term hourly employees are hired as “at will” employees and are not part of the “classified service.” They are hired to perform “as needed” service for the District.
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Employment Policy

1. Employees must not work more than 184 days per fiscal year
 - Against short-term status
2. Reaching 1,000 worked hours per fiscal year requires CalPERS membership
 - Employees will contribute 6% of their check to the pension as well as employer
3. Employees who work 130 hours per month require employer to offer health benefits (Affordable Care Act)
 - Human Resources Monitors
4. For every 30 hours worked employees will earn 1 hour of paid sick leave with a maximum accrual of 24 hours per year
 - Employees must be employed 30 days and pass the 90-day period

Policies and Procedures can be found in the [Downloads](#) page.

Procedures

1. Hiring Manager completes PRF to get short-term position board approved.

2. Hiring Manager completes New Employment Packet/PAF/Fingerprint receipt.

3. Employment packet/PAF/FP receipt is sent to CBO's office for approval.

4. CBO's office sends complete packet/PAF and FP receipt to District Office.

5. District Office verifies new hire packet/PAF is complete and enters in Banner.

Classifications

Short-Term

- Reasons:
 - Additional Help (ex: Detail)
- Requires Board Approval
 - PRF must be sent to HR to get board approval
- Salary schedule 4T, 6T
- 80% of hourly rate (Salary Schedule 70)
- Retiree's 100%, Step 5+ LSI

Substitute

- Reasons:
 - Replace someone on a leave (not detail), vacant position being advertised or cover sick/vacation
- No Board Approval Required
- If filling a vacant position there is a maximum of 60 days
- 100% of hourly rate
- Salary schedule 40, 60, 70

Miscellaneous

- Reasons:
 - Additional Help
- Requires Board Approval
 - PRF must be sent to HR to get board approval
- MH Salary Schedule
 - Stipend Coaches

[Policies and Procedures](#) and [Salary Schedules](#) can be found in the Downloads page.

Re-Employment

- PAF needs to be submitted for any re-employment if employee needs to update address, emergency contacts, etc. they may complete forms and forward to HR with PAF or make changes in Websmart.
- At the end of every fiscal year (June 30th) a PAF must be submitted to continue employment the following fiscal year.

PAF's can be found in the [Downloads](#) page.

Employment Documents

- PAF
- I-9 (Verify Eligibility to work in the US)
- W-4 (Taxes)
- Emergency contact information
- Pre-designation of Personal Physician-WC
- New Hire Retirement System Membership
- Child Abuse Reporting
- Elder/Dependent Abuser Reporting
- Loyalty Oath Policy
- New Hire Worker's Compensation Notice
- Electronic W-2 Consent Form
- Payroll Direct Deposit Form
- Fingerprinting

New Employment Packets can be found in the [Downloads](#) page.

Payroll Deadlines

- Short-Terms entering time through Websmart and Departmental entry have a deadline with payroll, if deadline is not met then a manual time sheets must be submitted.
- Last minute changes to an employee's location, labor distribution and or rate need to be entered in banner prior to starting Web (Reset) or PHATIME entry.

Payroll Deadline Schedule for ST/SP payroll is available in the [Downloads](#) page

Reports

- PYQSTWK
 - Student/Short Term Worker List by ORG
 - Position Number, Job Description, Rate and Labor Distribution
- PYQSTAP
 - Student/Short Term Approver List, FYI, Current Units Enrolled
- PQR1KHR
 - Check for 1,000 hours
- PYQWBTE
 - Check for days worked and hours (Only Web Entry)