

CHAPTER 4: Classified Personnel
BOARD POLICY NO. 4.25 (BP 7130)

BOARD POLICY
San Mateo County Community College District

Subject: 4.25 Employees Not Members of the Classified Service

Revision Date: 11/10; Reviewed 2/19

1. The Board shall establish salary schedules and procedures for employment of student assistants, classified substitutes, short-term, non-continuing and other temporary employees of the District. Pursuant to Education Code regulations, temporary employees in these categories are non-represented, at-will employees, and are not a part of the classified service.
2. Approval of the appropriate District and/or College administrator is required prior to employment of temporary personnel. Board approval of all short term, non-continuing assignments and assignment extensions are required prior to the employment of any temporary personnel to perform those services. Employment policies governing temporary employees shall reflect equal opportunity law and provisions of the California Education Code and District policy.
3. Employees in these categories must complete and file the following:
 - a. Proof of identity and authorization for employment in the United States, pursuant to the Immigration Reform Control Act)
 - b. Social Security card (original card is required for duplication by authorized District personnel)
 - c. Loyalty Oath
 - d. Required District payroll forms:
 - 1) W-4 (income tax withholding)
 - 2) Temporary Classified Employment Authorization Form (classified short-term and substitutes only)
 - 3) New Hire Information form
 - 4) Timesheet for payment of hours worked, using the assigned salary rate, pursuant to established District payroll timelines.
 - e. Child/Dependent Adult Abuse Reporting form
 - f. Proof of freedom from tuberculosis (required for student assistants/short-term and substitutes who are employed in District child care and health services)
 - g. Confidentiality Contract and Verification of College-Only Employment (student assistants only)
 - h. Emergency Contact Information form
4. The District may also employ classified retirees as temporary, at-will employees, pursuant to established procedures for determining work assignments, appropriate pay rates and time limitations in conjunction with retirement system regulations.
5. The appropriate administrator will be accountable for determining and monitoring the employment limitations, specific type of work assigned, length of the temporary service, pay rates, quality of employee performance and retention of temporary employees, pursuant to Education Code, regulatory, and District policies and procedures.