



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

*Cañada College • College of San Mateo • Skyline College*

**Office of Human Resources**  
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**REVISED PROCEDURES AND FORMS FOR HIRING  
CLASSIFIED, SHORT-TERM EMPLOYEES**

Pursuant to AB 500 and effective January 1, 2003, California Education Code section 88003 was modified to require prior Board of Trustees approval for all new short-term, non-continuing assignments. Board approval of the new short-term assignment (including start and end dates and primary job duties) or of any extension to a previously- Board approved short term assignment, is required prior to hiring or extending any temporary person to perform the service.

Revised Personnel Requisition and Temporary Classified Employment Authorization forms are available in PDF format, on the District Intranet.

**The new law does not apply to the following:**

1. Any classified short term assignments that began on or before December 31, 2002.
2. Classified substitutes, hired to temporarily replace current active District employees who must be away from their positions due to illness or injury, jury duty, vacation or other absence from which they will return; or to classified substitutes who are allowed to work for a maximum of sixty days during the recruitment and selection process for filling a vacant position.
3. Employment of Student Assistants or Workstudy Students.

The following is the required 4-step sequence for District managers to follow in the employment of short-term, non-continuing employees:

**Step 1:**

**Plan for potential temporary (short-term) staffing needs as far in advance as possible, including a start date for the temporary assignment and a projected ending date that falls within the legal maximum of 194 days in a college year.**

*District practice has been to stop all short term assignments at approximately 180 days in order to avoid potential errors in counting, etc. The new law will require all California community college managers to view the beginning of short term classified projects and special workloads in relation to the timeline for obtaining Board approval, including monthly Board meeting dates, and submission deadlines required by the Office of Human Resources during the previous week. Extensions of classified short term assignments that have been previously-Board approved also require prior Board approval.*

**Step 2:**

**Complete and submit the revised Personnel Requisition Form, now including a brief description of the primary job duties planned for the temporary assignment.**

*Once received in the Office of Human Resources, the request for a new or extended classified short term assignment will be included as part of the next available "Open-session" Board Report. Board Report items must be received in the Office of Human Resources no later than Tuesday of the week prior to the scheduled Board meeting. Normally, Open-session Board Reports are prepared by Human Resources for presentation at the second of two Board meetings each month.*

**Step 3:**

**Once Board-approved, you may hire or extend a temporary, at-will worker to perform the described short-term services between the start and ending dates shown on the Personnel Requisition Form.**

**Step 4:**

**Once hired or extended, the temporary, short-term employee and hiring manager will complete all of the required Payroll forms, including the new form titled, “Temporary Classified Employment Authorization Form.”**

*The new two-page form replaces the current form titled, “Intent Form” for classified short-term and substitute temporary employment. The new form includes space to use in repeating the brief description of job duties previously submitted on the Personnel Requisition Form, and a space for the Board approval date. The hiring manager will be required to acknowledge, by signature, that the temporary employment will comply with District and Education Code policies. Short term employees whose temporary assignments are extended by Board approval are required to complete a new “Temporary Classified Employment Authorization Form” along with the hiring manager, in order to reflect the extended service dates that were approved by the Board.*

(Rev. 05/17)