

REQUEST FOR NON-STUDENT HOURLY EMPLOYEES

To request non-student hourly employees, please complete this request form and follow the routing instructions below. This form must be submitted to the Assistant Superintendent/Vice President prior to approval by the Director of Human Resources and the Superintendent/President.

Non-student hourly employment is limited in duration. This request may not exceed one semester. California regulation (Ed. Code Sec. 88003) prohibits employment of short-term hourly employees from starting work before board action to approve the services. Hourly employees are limited to no more than 165 days in a fiscal year.

Department	Supervisor/Manager
Job Title	Pay Rate
Hours per Week	Number of Employees Requested
Start Date	End Date

DESCRIPTION OF DUTIES

FOR BOARD ACTION DATE: _____

APPROVALS

Signature of Supervisor/Manager

Date

Signature of Assistant Superintendent/Vice President

Date

Signature of Human Resources Director

Date

Signature of Superintendent/President

Date