SAN DIEGO COMMUNITY COLLEGE DISTRICT

Non-Academic Non-Classified (NANC) Personnel Action Sheet

Submit this form, with appropriate signatures, to the Administrative Services/Business Office, BEFORE employee is cleared to work by District Human Resources.

* Employee Name | (Select) *Officer Code (see limitations on Pg 2) | Reason (Select Reason)

Employee ID (Not Social Security Number) | ABSO Bookstore Badge No.

****Do you expect this employee to work at least an average of 20 hours a week for one year or longer?** (Select)

****Is this a full time 40 hours a week position for a NANC employee and duration greater than 6 months?** (Select)

VPA/VC initials required (NANCE worked prior to HR approval)

0.000 *FTE** | *Standard Hours | *Position# | *Job Code | *Effective Date: | *Job End Date

Position Title | Empl Rec | *Pay Rate

**FTE to reflect actual projected weekly hours to be worked (example 25 hours per week = 0.625 FTE)

*Department Code | (Select) *Business Unit | (Select) *Location | *Reports To Supv/Mgr Name | *Reports To Position# (Not Employee ID)

*GL | Project Code | % | Avail Funds | GL | Project Code | %

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It is the District's policy that continuous service WILL NOT be provided by employing two or more temporary employees or by releasing an employee after working approximately 175 days only to rehire the employee or another employee in the subsequent fiscal year to perform the same or similar services.

Signature of Supervisor | Date | Signature of Manager | Date

FOR COMPLETION BY EMPLOYEE:

This assignment is temporary and will not lead to permanent employment with the San Diego Community College District nor is it a commitment or guarantee of employment through the dates listed above. You may be released early, or the assignment may be extended. Ask your supervisor if you have questions regarding assignment length. If you are interested in permanent employment, please visit www.sdccdjobs.com. (If you have not worked for the District in over 18 months, you MUST COMPLETE A NEW APPLICATION PACKET in addition to this form.)

Are you currently working for the San Diego Community College District? | If yes, where?

Are you an International Student?

Are you a Full-Time Student outside of SDCCD? If Yes, attach a STUDENT WAIVER and a copy of enrollment.

Employee's Signature | Date

REMINDER: IF TIME IS NOT ENTERED CORRECTLY IN HCM BY THE CAMPUS PAYROLL SUBMISSION DATE, YOU WILL NOT RECEIVE A PAYCHECK ON THE 10TH OF THE FOLLOWING MONTH.

Campus VP Admin Services/District Vice Chancellor Signature: | Date

Note: Do Not Lock PDF

NA 30? ☐

Employment/Date	Compensation/Date	Benefits/Date	Retirement/Date	Payroll/Date	HR Systems

Non-Academic Non-Classified (NANC) Personnel Action Sheet

***LIMITATIONS** – Refer to Guidelines for Hiring and Employment of Non-Academic Non-Classified Employees:
THIS ASSIGNMENT RESULTS FROM:

- Substitute for an absent Contract Classified Employee (limit 175 days)
- Substitute for a Vacant Contract Classified Position (limit 50 consecutive days) (Currently in recruitment)
- Short-Term (limit 175 days) – Employment may not begin until their service has been certified by the Board of Trustees.
- Personal Services Contracts (limit 175 days) - may only be provided to the specific classifications indicated. Include NANCE Position Authorization Form.
- Professional Expert - Perform temporary project work, regardless of length of time. Include Professional Expert/Consultant Authorization and Evaluation of Employer/Employee Relationship Form

Question 1. Do you expect this employee to work at least an average of 20 hours a week for one year or longer? If yes, per Gov. Code sections 20281 and 20305 the employee will be enrolled into CalPERS membership on the date of hire. If no, the employee will be monitored for working 1,000 hours in a fiscal year.

Question 2. If this is a full time 40 hours a week position for a Nance employee and duration greater than 6 months? If yes, employee will be enrolled into CalPERS membership on the effective date of full time employment. If duration is less than 6 months, employee will be monitored. If full-time employment continues for more than 6 months, the effective date of membership cannot be later than the first day of the first pay period of the 7 month of employment.

**Membership in the California Public Employees Retirement System (CalPERS) is mandatory for non-academic, non-classified employees who work 1,000 hours or more in a fiscal year (July 1 through June 30).

Each month Retirement Services will provide a list of employees who are in this category. Under the law, federal work-study student employees are exempt.

Employees who reach 1,000 hours within the fiscal year will be enrolled in CalPERS immediately, retroactive to the first of the month following the month in which they exceed the 1,000-hour limit. Once enrolled in CalPERS, they will no longer be eligible to participate in the FICA Alternative Plan (FBC), and the employee will be required to have Social Security, Medicare and the employee portion of the CalPERS contribution deducted from their pay. The employee's deductions will be as follows:

6.20% Social Security
1.45% Medicare
8% CalPERS

Please monitor these employees to ensure the cap is not exceeded.

If no action is taken and the employee exceeds 1,000 hours in the fiscal year, your campus/department will be responsible for the additional costs related to this change.

- Current financial impact for the employee is
    - 10.45% increase [8% (CalPERS) + 6.20% (Social Security) – 3.75% (FBC)]
- Current impact to campus/department's benefit cost
    - 29.26% increase [26.81% (CalPERS) + 6.20% (Social Security) – 3.75% (FBC)]

CalPERS rates are subject to change each fiscal year