



People, Culture, and Technology Services | Employment Office | Phone: 619-388-6579

NANCE Short-Term Position Board Request

This is a request for an exemption to hiring a classified employee for a maximum of 175 work days (NOT including holidays) in a school year for work that is temporary in nature, and is not a continuing need (Short-Term Employee), or when services are of such an urgent, temporary, or occasional nature that the District's regular hiring process would impact the requesting department's operation (Personal Services Contract).

Position Information	
Effective date: Job End Date: or □ end of fiscal year	
Board Date for Short-Term Position:	
Type of Service	
**	ersonal Services Contract (Accompanist, Interpreter, Lifeguard, Model,
	Tutor, Senior Tutor, Advanced Tutor)
Work Location	
Department: Location:	Reports To Position#:
Job Information	
Business Unit: Job Title:	Job Code:
Number of position requests (Duties must be identical to request multiple positions):	
Briefly describe the services to be provided and how they are temporary:	
Indicate if this work is temporary in nature and not a continuing need (Short-Term Position):	Indicate if this work is of such an urgent, temporary or occasional nature (Personal Services Contract):
Check all for Short-Term	Check all for Personal Services Contract
Temporary Not a continuing need	Urgent Temporary Occasional nature
Authorizing Signatures:	
I have reviewed this request and certify it is compliant. I understand employment may not begin until notified by People, Culture, and Technology Services that the position has been approved.	
Hiring Manager/Supervisor:	
Vice President-Admin / Vice Chancellor:	
People, Culture, and Technology Services Use:	
Employment Supervisor:	☐ Recommend ☐ Deny