

NANCE Officer Codes

9/25/2019

Priority	Officer Code	Non Academic, Non Classified Employee (NANCE) Officer Code Descriptions	Exempt From CalPers 1000 Hours? ¹	Exempt From 135 Days?	Exempt From ACA Eligibility?	Job Code Begins With	FICA Status	Retirement Status	CA UI Status	NANCE REQUIREMENTS/ REQUIRED FORMS TO EMPLOYMENT ⁴ (needed verification is required once per semester)
1	Z	Non-Resident Alien/International Students on F1 Visa	N	Y	N	N or W	Exempt	None ⁵	Subject	* Memo from Campus International Advisor * Non-Academic Non-Classified Personnel Action Sheet
2	U	Students- CalWorks Work Study	Y	Y	Y	W	Exempt	None	Exempt	* Student Waiver * Class Schedule * Non-Academic Non-Classified Personnel Action Sheet
2	V	Students - Federal Work Study	Y	Y	Y	W	Exempt	None	Exempt	* Student Waiver * Class Schedule * Non-Academic Non-Classified Personnel Action Sheet
3	S	Students - Full time with SDCCD	N	Y	N	N	Exempt ^{2,3}	None ^{2,3}	Exempt	* 12 units for College * 15 Hours for CE * Student Waiver * Class Schedule * Non-Academic Non-Classified Personnel Action Sheet
4	T	Students-at least Part time course load with SDCCD	N	Y	N	N	Exempt ^{2,3}	None ^{2,3}	Exempt	* 6 units for College Fall and Spring (If enrolled with at least 6 for Fall, Intercession is covered with the FICA exemption bc break is less than 5 weeks) * 3 units for College Summer * 7.5 Hours for CE Fall and Spring (If enrolled with at least 7.5 for Fall, Intercession is covered with the FICA exemption bc break is less than 5 weeks) * 3.75 units for CE Summer * Student Waiver * Class Schedule * Non-Academic Non-Classified Personnel Action Sheet
5	M	Professional Experts	N	Y	N	P	Medicare Only ^{2,3}	401A ^{2,3}	Subject	* Special qualifications * Limited term * Specific project * Work not already covered in the classified service * Evaluation of Employer/Employee Relationship form * Non-Academic Non-Classified Personnel Action Sheet
5	R	Students - Full time outside of SDCCD	N	Y	N	N	Medicare Only ^{2,3}	401A ^{2,3}	Subject	* 12 units for other colleges * 9 units for graduate students or a letter from the Dean of the graduate school confirming the schedule is equivalent to full-time * Student Waiver * Class Schedule * Non-Academic Non-Classified Personnel Action Sheet
6	L	Personal Services Contract	N	N	N	N	Medicare Only ^{2,3}	401A ^{2,3}	Subject	* Services to be performed are of such an urgent, temporary or occasional nature that the delay caused by engaging in the District's normal hiring process would frustrate the purpose of the service * For Interpreter, Tutor, Model, Accompanist and Life Guard positions only * NANCE Authorization form * Non-Academic Non-Classified Personnel Action Sheet

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6	O	Short-term – May not begin their employment until their service has been certified by the Board of Trustees.	N	N	N	N	Medicare Only ^{2,3}	401A ^{2,3}	Subject	* Non-student * Limited duration not to exceed 195 days per Ed Code in Fiscal year; District max 175 days (to account for days before & after holidays) * Position/assignment must be approved by the Board prior to hire * May not be for a continuing need * Limited to a maximum of 175 days work in any college year and do not have continuing employment beyond June 30 of any year * NANCE Authorization form (new combined form) * Short Term Submission Schedule * Non-Academic Non-Classified Personnel Action Sheet (ONCE BOARD APPROVAL HAS BEEN RECEIVED)
6	P	Substitutes – up to 175 days (leave)	N	N	N	Q	Medicare Only ³	401A ³	Subject	* Fill behind for current incumbent who is out on a leave; * Not a vacant position * Up to 175 days * Need to know qualifying dates, position/incumbent being covered * Non-Academic Non-Classified Personnel Action Sheet
6	Q	Substitute – up to 50 days (vacancy)	N	N	N	Q	Medicare Only ³	401A ³	Subject	* Fill behind for a Vacant Position * Up to 50 calendar days * May be negotiated in CBA up to 175 days * Need to know qualifying vacant position, specific dates, etc. * Non-Academic Non-Classified Personnel Action Sheet
	M	Board Members	Y	Y	Y	C	Medicare Only ³	401A	Exempt	*Unless they are a PERS or STRS retiree then no 401a.

¹ Job must be required to be filled as a student

² Exceed 1,000 hours put into PERS; excluding WS Federal & CalWorks and update to Subject FICA Status

³ Subject to FICA and PERS If pre-existing PERS membership

⁴ Subject to one time change of WS to Non-Work Study or vice versa; must submit Request for Status Change Form

⁵ Unless Non Nance then PERS or STRS