SAN DIEGO COMMUNITY COLLEGE DISTRICT

Non-Academic Non-Classified 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) *Officer Code (see limitations below)	(Select Reason) Reason
Employee ID	ABSO Bookstore Badge No.	

*DOJ Clearance Date	*Equifax Date	Position#	*Job Code	Empl Rec	*Effective Date:	*VPA/VC Initials required (NANCE worked prior to HR approval):
*FTE**	*Standard Hours	*Position Title			*Job End Date	*Pay Rate

**FTE to reflect actual projected weekly hours to be worked

*Department Code	(Select Business Ur *Business Unit	(Select Lo *Location	*Reports To Supv/Mgr Name	*Reports To Position#

*GL						%
GL						%
GL						%

***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

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.)

Have you worked for or retired from the San Diego Community College District in the past fiscal year? Worked ☐ Retired ☐

If yes, Position Title: _____

Are you currently working for the San Diego Community College District? Yes ☐ No ☐ If Yes, where? _____

Are you a Student part of the SDCCD Work Study Program? Yes ☐ No ☐

Are you an International Student? Yes ☐ No ☐

Are you a Part-Time Student with SDCCD? (6 or more Units OR 7.5 hrs per week with Cont Ed) If Yes, attach a STUDENT WAIVER and a copy of enrollment. Yes ☐ No ☐

Are you a Full-Time Student? (12 or more Units OR 15 hrs per week with Cont Ed) If Yes, attach a STUDENT WAIVER and a copy of enrollment. Yes ☐ No ☐

with SDCCD? ☐ Other institution? ☐

Employee's Signature _____ Date _____

PLEASE REMEMBER: EMPLOYEES WHO DO NOT CORRECTLY SUBMIT THEIR TIME IN HCM BY THE CAMPUS PAYROLL SUBMISSION DATE WILL NOT RECEIVE A PAYCHECK ON THE 10TH OF THE FOLLOWING MONTH.

VP Admin Services/Vice Chancellor Signature: Date

Employment/Date Compensation/Date Retirement/Date Payroll/Date Benefits/Date

Rev. 02-24-2021