

**Colleague HR Classification Codes For  
Non Academic, Non Classified Employee Assignments**

<b>Non Academic, Non Classified Employee Category</b>	<b>Non Academic Non Classified Classification Codes:</b>	<b>Maintenance &amp; Operations Classification Codes:</b>	<b>Police Classification Codes:</b>	<b>Exempt Hours</b>	<b>Exempt Days</b>	<b>Requirements</b>	<b>Forms</b>
Full time Students (Other)	F3	EA	HA	N	Y	12 units or full time designated units for other colleges; need verification once per semester; length of employment is an issues; In the Summer the “student” may work 40 hours a week;	<ul style="list-style-type: none"> <li>• Student Waiver</li> <li>• Short-Term Hourly Non-Academic Employee Authorization form</li> </ul>
Students (Federal Work Study)	F2	EB	HB	N	Y	Financial Aid students; need verification once per semester	<ul style="list-style-type: none"> <li>• Short-Term Hourly Non-Academic Employee Authorization form</li> </ul>
Students (Work Study; Work Experience; CAL Works)	F4	EC	HC	N	Y	Non Federal Work Study including Work Experience and CAL Works; need verification once per semester.	<ul style="list-style-type: none"> <li>• Student Waiver</li> <li>• Short-Term Hourly Non-Academic Employee Authorization form</li> </ul>
Full time Students (District)	F6	F6	F6	Y	Y	12 units or full time designated units for <u>District students</u> ; need verification once per semester; length of employment is an issues; In the Summer the “student” may work 40 hours a week; exempt from PERS 1,000 hours limit	<ul style="list-style-type: none"> <li>• Student Waiver</li> <li>• Short-Term Hourly Non-Academic Employee Authorization form</li> </ul>
Substitutes – up to 194 days (leave)	G1	ED	HD	N	N	Fill behind for current incumbent who is out on a leave; not a vacant position; up to 194 days; need to know qualifying dates, position/incumbent being covered	<ul style="list-style-type: none"> <li>• Short-Term Hourly Non-Academic Employee Authorization form</li> </ul>
Substitute – up to 60 days (vacancy)	G2	EE	HE	N	N	Fill behind for a Vacant Position; up to 60 calendar days; May be negotiated in CBA up to 195 days; need to know qualifying vacant position, specific dates, etc.	<ul style="list-style-type: none"> <li>• Short-Term Hourly Non-Academic Employee Authorization form</li> </ul>
Short-term – <b>May not begin their employment until their service has been certified by the Board of Trustees &amp; hiring campus has been notified by the HR Employment Office</b>	G3	EF	HF	N	N	Non-student; limited duration not to exceed 195 days per Ed Code in Fiscal year; position/assignment must be approved by the Board prior to hire; may not be for a continuing need. Limited to a maximum of 194 days work in any college year and do not have continuing employment beyond June 30 of any year	<ul style="list-style-type: none"> <li>• Short Term Hiring Authorization form; Short Term Submission Schedule</li> <li>• Short-Term Hourly Non-Academic Employee Authorization form</li> </ul>
Professional Experts	G4	G4	G4	N	Y	Special qualifications; limited term; specific project; work not already covered in the classified service	<ul style="list-style-type: none"> <li>• Evaluation of Employer/Employee Relationship form</li> <li>• Professional Expert/Consultant Authorization form</li> </ul>
Personal Services Contract	G5	G5	G5	N	Y	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.	<ul style="list-style-type: none"> <li>• Personal Services Contract Request Form</li> <li>• Personal Services Contract Form</li> </ul>