



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

NANCE POSITION AUTHORIZATION FORM

Do not use this form to hire a substitute, full-time student, or any work-study or work experience student, or to extend or continue a previous short-term assignment.

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 <input type="checkbox"/> end of fiscal year
Board Date for Short-Term Employee Position: _____

Type of Service
<input type="checkbox"/> Short-Term Employee Position OR <input type="checkbox"/> Personal Services Contract (Accompanist, Interpreter, Lifeguard, Model, Tutor, Senior Tutor)

Work Location
Department: _____ Location: _____ Reports To Position#: _____

Job Information
Business Unit: _____ Job Title: _____ Job Code: _____
Total Hours per Week (Max 25): _____ 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): Check all that apply <input type="checkbox"/> Temporary <input type="checkbox"/> Not a continuing need	Indicate if this work is of such an urgent, temporary or occasional nature (Personal Services Contract): Check all that apply <input type="checkbox"/> Urgent <input type="checkbox"/> Temporary <input type="checkbox"/> Occasional nature
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Authorizing Signatures:
I have reviewed this request and certify it is compliant. I understand employment may not begin until notified by Human Resources that the position has been approved.
Hiring Manager/Supervisor: _____
Vice President-Admin / Vice Chancellor: _____

Human Resources Use:
Director of Employment: _____ <input type="checkbox"/> Recommend <input type="checkbox"/> Deny
Vice Chancellor, Human Resources: _____ <input type="checkbox"/> Recommend <input type="checkbox"/> Deny