Personnel Office use only

*Funding Source:*_____
*Earn Type:*_____

TEMPORARY/SHORT-TERM CLASSIFIED EMPLOYMENT CONFIRMATION

EMPLOYEE NAME:_____ COLLEAGUE ID:_____

BUDGET ACCOUNT: _____ POSITION ID:_____

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BOARD APPROVAL DATE: _____ (MUST BE PRIOR TO BEGINNING DATE) PAY RATE:_____

DATES OF EMPLOYMENT: Beginning_____ Ending_____
Dates must be less than a 9 month period (Ed Code Section 88003 – 75% of a college year) example: July 1 – March 31.

CLASSIFIED CLASSIFICATION: _____

SERVICES TO BE PERFORMED:_____
Object Code must be 2410 for instructional services or 2310 for all other types of services.
Pay rate must be set by the Classified Personnel Office based upon classification.

I/We understand that Board approval must be received prior to the above employee beginning work.

_____ _____ _____ _____
Signature of Employing Supervisor - Also Please Print Colleague ID Office Phone Date

_____ _____ _____ _____
Signature of Cognizant Dean – Also Please Print Colleague ID Office Phone Date

_____ _____
Signature of Time Card Approver Colleague ID

*** * * * * * * * * * * * TO BE COMPLETED BY EMPLOYEE * * * * * * * * * * * ***

MAILING ADDRESS:_____
P.O. Box/Street Number City State Zip

TELEPHONE:_____ SOC SEC NO:_____

Retirement System:
State Teachers' Retirement System Yes ☐ No ☐ Retired ☐
Public Employees' Retirement System Yes ☐ No ☐ Retired ☐
Other: _____

I understand that I may not start work until the Governing Board has approved my hire and that I must have W-4, I-9 and Demographic forms on file with the Personnel Office in order for my employment to be official and for me to be paid.

I have read the employment confirmation set forth above and accept employment on the terms stated herein. I understand that as short-term, non-academic/non-classified employee, I am not entitled to benefits due regular employees and will not obtain probationary or permanent status. I understand that I am an "at will" employee, on-call-as-needed basis only.

_____ _____
Signature of Employee Date

Distribution: Original to Personnel
Revised: 2/2006