



**PERSONNEL SERVICES AND  
HUMAN RESOURCES DEVELOPMENT**  
2088 N. Beale Road, Marysville, CA 95901

FUND/GL #: _____
SITE: _____
SESSION: _____
EARN TYPE: _____
POSITION ID: _____

**CONFIRMATION: Temporary Instructional Assignment**  
(Refs: Education Code 87480, 87481, 87482, 87789, 87665)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Activity/Course \_\_\_\_\_

Your employment will begin on \_\_\_\_\_ and end on \_\_\_\_\_

PAY FOR THE ABOVE ASSIGNMENT IS: Class \_\_\_\_ Step \_\_\_\_ MA \_\_\_\_ PhD \_\_\_\_

INSTRUCTION/ACTIVITY HOURS: \_\_\_\_\_ Total Pay: \_\_\_\_\_

Lec Rate: \_\_\_\_\_ Lab Rate: \_\_\_\_\_ Comp Rate: \_\_\_\_\_

- Employment for 60 percent or less of a full-time load. (Ed Code: 87482)
- Employment as a substitute for a certificated employee on leave/illness. (Ed Code: 87481)
- Employment due to higher enrollment in semester of academic year. (Ed Code: 87482)
- Employment to instruct temporary class which will not exist after 3 months. (Ed Code: 87480)
- Employment as a replacement for certificated employee on STRS disability. (Ed Code: 87789)
- Other type of temporary employment, specifically:

Part-time instructors do not have duties beyond classroom instruction. It is not required nor expected that part-time instructors attend faculty meetings, maintain office hours, sponsor student activities, or otherwise perform responsibilities normally required of full-time faculty. Part-time instructors must meet the minimum qualifications for the discipline in which they teach. Before a salary warrant is issued all employment paperwork must be completed and returned to the Personnel Office.

**This is a temporary assignment only. Future employment is not guaranteed.**

Payment will be processed after all required paperwork has been completed and returned to The Personnel Office. Payment will be made by time sheet on the 10<sup>th</sup> of the month following the month when Instruction/Activity was performed. You are responsible for submitting your time sheet on the appropriate due date to the appropriate Dean/Supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Director, Personnel/Human Resources Development