

## **Application Packet Instructions – Temporary Positions**

Your application packet WILL NOT be considered unless the following items are received:

### **New hires:**

1. **Yuba Community College District Temporary Application** or application through PeopleAdmin <https://yccd.peopleadmin.com>
  - a. Eight (8) landscape pages
  - b. Diversity statement – pg 5 – is required and must be completed and submitted.
2. **YCCD Temporary Employment Confirmation** - <https://www.yccd.edu/wp-content/uploads/2021/11/Temporary-confirmation-Oct-2021-fill-able.pdf> - Professional Expert/Short term/Substitute
3. **W-4 tax form – Federal** - <https://www.yccd.edu/wp-content/uploads/2020/06/IRS-Form-W-4-Federal.pdf>
4. **State tax form – DE form** - <https://www.yccd.edu/wp-content/uploads/2020/06/DE-4-Form-State.pdf>
5. **I-9 form** - copies of items from List A and/or Lists B and C are required - <https://www.yccd.edu/wp-content/uploads/2020/06/IRS-Form-I-9-Federal.pdf>
6. **CalPERS Notice of Exclusion** - [https://www.yccd.edu/wp-content/uploads/2020/06/CalPERS\\_Notice-of-Exclusion.pdf](https://www.yccd.edu/wp-content/uploads/2020/06/CalPERS_Notice-of-Exclusion.pdf)
7. **YCCD Marketplace Coverage Options form** (print and sign your name on page 3) - <https://www.yccd.edu/wp-content/uploads/2020/06/YCCD-Marketplace-Coverage-Options.pdf>
8. **Live Scan fingerprint form:** <https://www.yccd.edu/wp-content/uploads/2020/06/Live-Scan-Form-BCII-8016.pdf>

### **Please Note:**

- Temporary positions are not considered permanent, are not guaranteed a set number of hours per work and WILL NOT work more than 1000 hours or 175 days in a fiscal year. Substitute employees may only work 90 days during a recruitment, and no more than 175 days if brought in as a substitute during an employee's absence.
- Temporary employees are not eligible for fringe benefits, vacation leave, reserved parking spaces, etc.
- Temporary employees are eligible for 24 hours of sick leave per AB 1522, available 90 days after their initial hire date.
- You may submit other materials not requested above – Cover letter, resume, transcripts, etc. – these materials are not required but will be attached to your application packet if submitted.
- All application materials must be forwarded to the Supervisor prior to starting work at YCCD. The Supervisor is responsible to forward the application materials to HR for vetting prior to an employee starting work.

### **Returning Temporary employees will need the following:**

1. YCCD Temporary Employment Confirmation
  - Professional Expert/Short term/Substitute
2. W-4 tax form – Federal
3. State tax form – DE form
4. I-9 form - copies of items from List A and/or Lists B and C are required