

SHORT-TERM OR SUBSTITUTE EMPLOYEE CONTRACT

2021- 2022



YOSEMITE COMMUNITY COLLEGE DISTRICT

Human Resources

Completed Process for Temporary Out of Class/Temporary Increase of Assignment for Current Classified Staff

Employee Name: _____ Date: _____ CC MJC YCCD

Department: _____ Management Supervisor: _____

Short Term Position Title: _____

Account Number: _____

Services will begin on _____ and end on or before _____.

Hours per Week _____ Range _____ Step _____ \$ _____ per hour

Was this position filled by short-term appointment 2019 - 2020? Yes No

- A Short Term Employee must not exceed 175 working days per fiscal year. (working days are counted by employee not position or contract)
- Short Term Employees are not eligible to work Alternate Work Schedule (4-10's)
- This is a temporary appointment (non-classified and non-academic). Assigned workdays and hours may vary. The District may terminate employment at any time. Renewal of employment is at the sole discretion of the District.
- This assignment does not qualify for fringe benefit coverage, paid vacation, or holiday pay.
- Fingerprinting and criminal history clearance is required at the expense of the appointee and must be completed prior to start of work assignment.
- Employee may not start work until after Administrative and Board approval.

Indicate category of short-term employment proposed (check only one):

Special Projects/ Temporary Extra Help/ Intermittent: These are non-continuing, temporary appointments made in response to special projects, unexpected workload demands, and/or department assessment of organization. This category is limited to 175 working days per fiscal year.

Identify special source of funding or unexpected work demands creating the need for this assignment:

Substitutes: A short-term employee hired as a temporary replacement in the same job classification as a classified employee on an approved leave of absence. This category is limited to 175 working days per fiscal year.

Identify employee on leave being replaced: _____

Replacement for Regular Classified Vacancy: Maximum of 90 calendar days permitted only during recruitment process to replace vacancy. Replacement has to be the same job classification of employee being replaced.

Identify former classified employee: _____

To avoid conflict of interest, YCCD permits employment of near relatives only under certain conditions. Are any of your near relatives (child, parent, spouse, or domestic partner, siblings, or in-law's or step-relatives in the relationship listed) currently employed by YCCD?

Yes No If Yes, please list name and position: _____

I have read and agree to these terms and conditions.

Employee Signature

Date

College/District Authorizations:

Responsibility Code Manager

Date

Vice Chancellor, College President or Designee

Date

College Cabinet Officer

Date

Senior Director of Human Resources or Designee

Date

HR Use Only: Position ID: _____ FP Cleared: _____ Colleague ID #: _____