PERALTA COMMUNITY COLLEGE DISTRICT

Acknowledgement form for SEIU 1021 short-term hourly employees for July 1, 2015 – June 30, 2016 Form must be completed & submitted with an ePAF

I acknowledge (by signature below) that I am being recommended for hire in the position checked below for the maximum number of allowable days of service. I understand my employment will not commence until all HR employee intake procedures are fulfilled and verified, including fingerprinting. I also acknowledge that the duration of my employment may be subject to change by management.

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	Instructional Assistant/ (Discipline) under 500 hours per Fiscal Year BOARD APPROVAL REQUIRED		
	 Any person who is employed on a short-term basis to perform a Continuing Service 	ce for no more than 500 hours per F	iscal Year
	 Must be approved by the VPI and College President as one of the 85 district-wide 	allocated positions	
	Hours must be monitored by the Immediate Manager and timesheets should	De reviewed to ensure complian	ce.
	Short-Term (Continuing Service) Employee "Seasonal Employee" up to 65 working da	ays per Fiscal Year"	
	 BOARD APPROVAL REQUIRED Any person who is employed on a short-term basis to perform a Continuing Service 	co for no more than 65 Days	
	 "Only one per position per Department – Employee cannot exceed 65 days district 	et-wide in any seasonal position."	
	 A calendar of actual dates to be worked must be sent to HR. Days must be r 	monitored by the Immediate Mana	ger.
	Short-Term (Continuing Service) Employee "Seasonal Employee" up to 65 working de	ays per Fiscal Year	
	 BOARD APPROVAL REQUIRED APPLICABLE FOR <u>A&R</u>, <u>Assessment</u>, <u>Financial Aid& Cashiers' Office</u> 		
	 The District may simultaneously employ Short-Term (Continuing Service) Employ 	ees, each for no more than an aggre	egate of 65
	Days in any Fiscal Year, to perform a Continuing Service pursuant to the same jo demands of the work in such department reasonably require additional employee	b titles working in the same departm	ent if the peak
	long as such Short-Term (Continuing Service) Employees are different persons.	s working simultaneously to timely c	ompiete it, so
	Please see HR for clarification.	2	
	 A calendar of actual dates to be worked must be sent to HR. Days must be r Seasonal employees hired within the same department should share the same we 	nonitored by the Immediate Mana	iger.
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	Short-Term Non Continuing Service Employee (up to 184 working days per Fiscal Year BOARD APPROVAL REQUIRED	r)	TOTAL NEW YORK
	 PLEASE CONTACT HR FOR CLARIFICATION BEFORE YOU SUBMIT THIS C 	ATEGORY	
	OR IT WILL NOT BE APPROVED	man the constation of chicks the	Divide shall t
	 Non-Continuing Service means a service which is not a Continuing Service, and user similar services will not be extended or needed on a continuing basis. "Position 	n was not utilized last fiscal year by	Prvice required Department
9	and individual to be recommended was not employed district-wide in same position	on or similar capacity previous year.	zopanamon,
	 POSITION - Not needed last fiscal year or next fiscal year. PERSON -Individual did not work as a 184 working employee in same position or 	performed similar duties last year o	n Sidinahilas
	wide basis		
	A calendar of actual dates to be worked must be sent to HR. Days must be	monitored by the Immediate Man	ager.
	Short-Term (Continuing Service) Employee: Lifeguards (Laney Only) Less than 500 hor	urs per Fiscal Year per individual	
	BOARD APPROVAL REQUIRED	are per ricear rear per marriada.	
	Interpreters and instructional Assistants/DSPS – up to 184 working days per Fiscal Yo	ear	
	BOARD APPROVAL REQUIRED		
	Substitute - Recruitment (Effective July 1, 2007 - 90 calendar days allowed from first of	data of hiro)	
	Used when recruiting for permanent employees. The request to advertise must be	e approved before an individual can	work in this
	category		
	Substitute - Temporary Leave of Duty (up to 184 working days per Fiscal Year) • Means any person who is employed to replace any Classified Employee who is te	emporarily about from duty	34
	Model daily person who is employed to replace any classified Employee who is te	emporarily absent norm duty.	
	Returning Retiree – up to 960 hours per fiscal year		
	 BOARD APPROVAL REQUIRED Means any person who is retired from the CalPERS retirement system. 180 days 	work ported from data of actions of	
	Micans any person who is remed from the Cair ERS remember system. Too day to	wait period from date of retirement r	equirea.
Name of	applicant (Please Print)		
	a sa	B.4.	
Signatur	e of recommended applicant for hire:	Date:	
•			
Signatur	e of Immediate Manager (Non-Classified Staff)	Date:	-
	Control of the contro		
College	Approval(s)	Date:	

Please return original to HR, copy to President, immediate manager, and employee (rev. 5/5/15)

Calendar of Working Days for Peralta Short-term Hourly Employees																											
INSTRUCTIONS: Circle days employee is scheduled to work; provide a copy to employee as authorized days to work. Please forward the form to the attention of Ruby Andrews in Human Resources via interoffice mail or fax. The HR fax number is 466-7280. The form should be submitted within the first week of employment. Please maintain a copy for your records.																											
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