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.

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 for no more than 500 hours per Fiscal 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 be reviewed to ensure compliance.**

Short-Term (Continuing Service) Employee "Seasonal Employee" up to 65 working days per Fiscal Year"
- **BOARD APPROVAL REQUIRED**
- Any person who is employed on a short-term basis to perform a Continuing Service for no more than 65 Days
- "Only one per position per Department – Employee cannot exceed 65 days district-wide in any seasonal position."
- **A calendar of actual dates to be worked must be sent to HR. Days must be monitored by the Immediate Manager.**

Short-Term (Continuing Service) Employee "Seasonal Employee" up to 65 working days per Fiscal Year
- **BOARD APPROVAL REQUIRED**
- **APPLICABLE FOR _A&R, Assessment, Financial Aid& Cashiers' Office_**
- The District may simultaneously employ Short-Term (Continuing Service) Employees, each for no more than an aggregate of 65 Days in any Fiscal Year, to perform a Continuing Service pursuant to the same job titles working in the same department if the peak demands of the work in such department reasonably require additional employees working simultaneously to timely complete it, so long as such Short-Term (Continuing Service) Employees are different persons.
- Please see HR for clarification.
- **A calendar of actual dates to be worked must be sent to HR. Days must be monitored by the Immediate Manager.**
- Seasonal employees hired within the same department should share the same working days (calendars must be identical).

Short-Term _Non Continuing_ Service Employee (up to 184 working days per Fiscal Year)
- **BOARD APPROVAL REQUIRED**
- **PLEASE CONTACT HR FOR CLARIFICATION BEFORE YOU SUBMIT THIS CATEGORY OR IT WILL NOT BE APPROVED**
- Non-Continuing Service means a service which is not a Continuing Service, and upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. "Position was not utilized last fiscal year by Department and individual to be recommended was not employed district-wide in same position or similar capacity previous year.
- **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 on a district-wide basis
- **A calendar of actual dates to be worked must be sent to HR. Days must be monitored by the Immediate Manager.**

Short-Term (Continuing Service) Employee: Lifeguards (Laney Only) Less than 500 hours per Fiscal Year per individual.
- **BOARD APPROVAL REQUIRED**

Interpreters and Instructional Assistants/DSPS – up to 184 working days per Fiscal Year
- **BOARD APPROVAL REQUIRED**

Substitute - Recruitment (Effective July 1, 2007 - 90 calendar days allowed from first date of hire)
- Used when recruiting for permanent employees. The request to advertise must be 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 temporarily absent from 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 day wait period from date of retirement required.

Name of applicant (Please Print)

Date:_____

Signature of recommended applicant for hire:

Date:_____

Signature of Immediate Manager (Non-Classified Staff)

Date:_____

College Approval(s)

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.

2015-2016 FISCAL YEAR	EMPLOYEE LAST NAME:	EMPLOYEE FIRST NAME:
	POSITION TITLE:	MANAGER:

FIRST QUARTER

JULY 2015

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# of Working Days: ____

AUGUST 2015

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# of Working Days: ____

SEPTEMBER 2015

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# of Working Days: ____

SECOND QUARTER

OCTOBER 2015

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# of Working Days: ____

NOVEMBER 2015

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# of Working Days: ____

DECEMBER 2015

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# of Working Days: ____

THIRD QUARTER

JANUARY 2016

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# of Working Days: ____

FEBRUARY 2016

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

# of Working Days: ____

MARCH 2016

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# of Working Days: ____

FOURTH QUARTER

APRIL 2016

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# of Working Days: ____

MAY 2016

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# of Working Days: ____

JUNE 2016

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# of Working Days: ____

If seasonal, complete fiscal total days only, for substitute-recruitment the above not applicable

TOTAL WORKING DAYS:		TOTAL NOT TO EXCEED 184 WORKING DAYS