

## HR Hiring Guide

Updated 10/12/23

Types of Assignments	Additional information	Requirements for how long they can work, limitations, etc.	Board Approval Required before they can begin	Hiring Forms Required (links below)	Other links, forms, etc.	Timesheet Due Date/Instructions
<b>Out of Class Assignments</b> (Classified, Supervisory, and Confidential Employees)	HR will post the position internally to allow staff to apply with their updated resumes.	Cannot extend 160 days within a fiscal year per CSEA contact. Cannot cross fiscal years, but out of class is reset each fiscal year.	Not required	<a href="#">HRSR - leave name and start date fields blank. HR will fill this information in once finalized.</a>		N/A
<b>Temporary Pay Increase for Additional Duties</b>	For classified, supervisory, confidential, or administrators for special duties or assignments over and above regular job duties	No limit. Cannot cross fiscal years. Not recommended for extended periods, may result in employee requesting reclassification.	Not required	<a href="#">HRSR</a>		N/A
<b>Professional Experts</b>	Per Education Code, Section 88003, a professional expert is an individual employed on a temporary basis for a specific project, regardless of length of employment. Professional experts are neither classified nor certificated employees.	No limit. Cannot cross fiscal years.	Not required	<a href="#">HRSR, Professional Expert Agreement (PEA), and Request for Professional Expert Approval Form</a>	<a href="#">Professional Expert Guidelines, Professional Expert Hiring Procedures, Termination Notice, etc.</a>	<a href="#">Use "M Payroll" monthly timesheet, due 18th to Payroll (due dates can vary - see Payroll's website for exact dates, link below) - *Timesheet questions, please contact the Payroll department</a>
<b>Substitute/Temporary Employees (TWP)</b>	Vacant (i.e., if a permanent employee is working out of class, on leave, or position is undergoing recruitment)	All short-term/substitute (temporary) employees are subject to Education Code section 88003, which indicates that short-term/substitute employees may not work more than 75% of the college year. The District utilizes a <b>maximum of 160 working days</b> for all short-term/substitute (temporary) employment, with a possible extension of up to 180 days. All days beyond 160 must be approved by Vice President of Human Resources.	Not required	<a href="#">HRSR and Temporary Employment Agreement (TEA)</a>	<a href="#">Substitute-Short-Term Hiring Procedures</a>	Use "A Payroll" monthly timesheet, due 11th to Payroll (due dates can vary - see Payroll's website for exact dates, link below). "A Payroll" timesheets require the sub attachment, even for a vacant position. (timesheet and sub attachment links below) *Timesheet questions, please contact the Payroll department
<b>Short-term Employees</b>	Any person employed to perform a service for the District; upon completion, the service required or similar services will not be extended or needed on a continuing basis.	All short-term/substitute (temporary) employees are subject to Education Code section 88003, which indicates that short-term/substitute employees may not work more than 75% of the college year. The District utilizes a <b>maximum of 160 working days</b> for all short-term/substitute (temporary) employment, with a possible extension of up to 180 days. All days beyond 160 must be approved by Vice President of Human Resources.	Required - a short-term temporary position must be Board approved prior to employing anyone in the position, this includes re-hires.	<a href="#">HRSR, Temporary Employment Agreement (TEA) and Request for Short-term Position Approval</a>	<a href="#">Substitute-Short-Term Hiring Procedures</a>	Use "A Payroll" monthly timesheet, due 11th to Payroll (due dates can vary - see Payroll's website for exact dates, link below). "A Payroll" timesheets require the sub attachment, even for a vacant position. (timesheet and sub attachment links below) *Timesheet questions, please contact the Payroll department
<b>Student Workers</b>	<a href="#">See Administrative Procedure 7270 - Student Workers</a> <a href="#">Must be a current student enrolled in at least 6+ units for the Fall &amp; Spring semester or 3+ for the Summer semester and a 2.0 cumulative GPA.</a> <a href="#">Cannot perform duties that are bargaining unit work. Students may not be employed in a capacity of facility maintenance, cleaning, and or purchasing.</a>	<b>Students may only hold 1 position at a time.</b> Student employment is contingent upon funding, academic standing, and department's need. Student may only work for up to 4 semesters (Administrative Policy Pending Approval) Federal Work-Study funding is limited and on a first come, first serve basis. For more information, contact Shanae Williams, Associate Dean of Financial Aid.	Not required	<a href="#">Student Worker Hire Slip</a>	<a href="#">Student Workforce Program Overview, Job Posting Request, Student Employee Budget Change Form, Student Employee Exception to Work Request, Student Employee Separation Slip, Student Worker Absence Request Form</a>	Timesheets are due to Human Resources on the 6th of the month in the timesheet folder shared with hiring manager & approved timesheet monitor only. If the 6th falls on the weekend, timesheets are due the following working day.
<b>Volunteers</b>	<a href="#">See Administrative Procedure 7500 - Volunteers</a>		Not required	<a href="#">Voluntary Participation Form</a>	N/A	N/A

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<b>Recruitment for Permanent Positions</b>	For new or existing vacant positions for classified, confidential, supervisory, administrator, or full-time faculty. Be sure the position is funded.			<a href="#">HRSR</a>		No timesheets. Full-time faculty loadsheets are processed by Instruction prior to start of each term. For permanent classified, supervisory, confidential, and administrators - monthly exception reports are due around the 12th of each month (due dates can vary), and are handled by area administrative assistants - Absence Request Forms (ARFs) are required.
<b>Associate Faculty</b> (Teaching and Non-Teaching: Associate Counselors & Associate Librarians)	Part-time academic (teaching and non-teaching) employees for which minimum qualifications have been established by the Board of Governors for the California Community Colleges	Assignments vary per semester, contingent upon district need, student enrollment, and budgetary constraints. Associate Faculty may be assigned up to 67% of a full-time teaching load. Loads exceeding 67% require email approval from the area administrator and VP of HR.	May be board approved before or after start date. A new hire CANNOT begin working or access Cornerstone trainings until HR has confirmed clearance via email. Associate Faculty remain active in the system and retain access until 3+ semesters of inactivity.	<a href="#">Teaching: Area dean must provide HR w/written approval and confirm the hire's term, discipline, and campus location to initiate the onboarding process.</a> <a href="#">Non-Teaching (i.e., associate counselors and associate librarians): Department must complete and upload an HRSR that includes a start and end date, to initiate the onboarding process.</a>		No timesheets. <b>Teaching:</b> Associate Faculty loadsheets are processed by Instruction prior to the start of each term. Payment is processed according to electronic loadsheet via OnBase. <b>Non-Teaching:</b> A calendar (link below) must be submitted to the payroll department.
<b>Full-time Faculty</b>	Full-time Faculty positions must be approved by the Joint Hiring Committee, Executive Cabinet, and the Board - Minimum qualifications have been established by the Board of Governors for the California Community Colleges.	Faculty hiring is usually for Fall to Spring semesters (full academic year)	Required	<a href="#">HRSR</a>		No timesheets. <b>Teaching:</b> Loadsheets are processed by Instruction prior to the start of each term. Payment is processed according to electronic loadsheet via OnBase. <b>Non-Teaching:</b> A calendar (link below) must be submitted to the payroll department.
<b>Administrators</b>	Net new positions need to be Executive Cabinet and Board approved first; replacements can be recruited with Executive Cabinet approval. If net new position, a job description is required to place on the Board agenda for approval. Be sure the position is funded.		Not required	<a href="#">HRSR</a>		No timesheets. Monthly exception reports are due around the 12th of each month (due dates can vary), and are handled by area administrative assistants - Absence Request Forms (ARFs) are required. (Administrator paid leave charges shall be charged in full-day increments only. Administrators who are absent for less than a full day shall not have such leave charged against the administrators accrued paid leave, per AP 7340.)

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Extra Duty Agreements or Stipends	Faculty (Full-time or Associate), Project-Based, Coordinator, Coaches, Department Chairs	Those for Full-time Faculty usually align with semester start/end dates. Dates for Associate Faculty may vary depending on the nature of the assignment, but should not cross semesters.	Coordinators, Coaches, Department Chairs, and Stipends go to Board for approval	<a href="#">HRSR &amp; Extra Duty Agreement Form (must be combined and submitted together for signatures)</a>		M-timesheets (if hourly) are due monthly to Payroll by the 18th (due dates can vary - see Payroll's website for exact dates, link below). Stipend timesheets (if project-based, are due by the 18th when the project is complete - or sometimes payments are split for year-long assignments with 50% payments at the end of the fall and spring semesters). Faculty usually require reminders/assistance with timesheets as they are not used to completing those.
Substitute Assignments (Full-time Faculty and Associate Faculty)	Faculty class substitutes (Full-time or Associate Faculty)	Usually aligns with someone missing a class for a short period of time; if for entire semester a new load sheet must be generated	Not required	<a href="#">HRSR - needs to include days of the week the sub assignment is for (i.e., T, Th class), how many hours the sub assignment is for, and whether it is a lab, extensive lab, or lecture (i.e., NTE: 4 hrs. lab, 3 hrs. lecture).</a>		A copy of the Absence Request Form (ARF) must be attached to the HRSR when sending through for signatures. The ARF must be uploaded to Payroll (HR does not need a copy). The completed M-timesheet with the sub-attachment form must be uploaded monthly to Payroll by the 18th (due dates can vary - see Payroll's website for exact dates, link below). See form links below.
Interim (Administrators)	Can be an internal employee or external applicant - must meet the Minimum Qualifications	Maximum interim administrative assignment cannot exceed two years. HRSR should be completed each fiscal year.	Not required	<a href="#">HRSR</a>		No timesheets. Monthly exception reports are due around the 12th of each month (due dates can vary), and are handled by area administrative assistants - Absence Request Forms (ARFs) are required.

Once hiring documents are completed and signed/approved by all necessary individuals (via Adobe Sign), forward to your area Executive Assistant for submitting to Human Resources  
Human Resources will process your request within 24-48 hours of receipt then send it to Business Services for review  
Once all required Human Resources and Business Services approvals are received, the requestor will be notified that the person can begin  
For timesheets to be processed on time - all required HR paperwork must be received and fully approved by HR, and timesheets must be received by payroll fully-approved by the deadline

- ADDITIONAL LINKS**  
[Who Does What in HR](#)  
[Payroll Forms and Informatic](#)  
[AP 7340 - Leaves](#)  
[Absence Request Form for Permanent Classified and Certificated Employees \(full-time and part-time\)](#)  
[Absence Request Form for Student Worker, Temporary, and Substitute Employees](#)  
[M -timesheet](#)  
[Timesheet Sub-attachment](#)  
[Stipend timesheet](#)  
[Timesheet Due Dates and Pay Dates 2023-2024](#)