



HIRING CHECKLIST: SHORT-TERM EMPLOYEE

If a prospective worker (i.e., exception to Education Code section 88003) is to be hired, subject to approval by the Board, copies of this checklist must immediately be provided to Human Resources to determine if the hire is consistent with the law. Education Code section 88003.

If the prospective worker is hired for one position and then subsequently moved to another (e.g., a substitute who fills different classified vacancies on different days), or if an employee is moved to subsequent position(s) immediately after the initial assignment ends, (e.g., a substitute who fills different classified vacancies on different days) a new checklist for each simultaneous and or subsequent assignment must be prepared and forwarded to Human Resources.

All workers must be employed within the classified service unless they fall within one of the following exemptions:

- 1. Student worker
- 2. Short-term worker
- 3. Substitute
- 4. Professional expert

Definition of Short-Term Employee:

“Short-term employee,” means any person employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the district, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of “classification” in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the district, but shall not extend beyond seventy-five (75) percent of a school year. “Seventy-five (75) percent of a college year” means one hundred ninety-five (195) days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day. Ed. Code 88003

Salary schedule placement for short-term employees shall be on SS-80.

1. TOTAL DAYS OF EMPLOYMENT

Pursuant to District policy, short-term workers cannot be employed for more than 170 total days per fiscal year, regardless of the number of positions in which employed. The Administrator, with support from Payroll and Human Resources, is required to monitor this limitation.

Please list any and all known prior employment of this prospective worker by the District in this fiscal year.

Position:	From:	To:
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- a) Regular minimum number of assigned hours per day: _____
- b) Regular minimum number of assigned days per week: _____
- c) The start date of service: _____
- d) The end date of service: _____
- e) Number of assigned months per fiscal year: _____

2. THE NATURE OF THE SERVICES PERFORMED

Short-term workers cannot be employed to perform services for which the District has a continuing need or which are similar to services for which the District has a continuing need. For example, since the District has a continuing need for custodial services, short-term custodians cannot be

hired. Accordingly, the Education Code requires a description of the service to be performed by a short-term worker, as follows:

- a) Designated title: _____
- e) A specific statement of the services required to be performed: _____
- f) The salary range for the prospective worker: _____

Please note that the ending date requested here is not necessarily the ending date of this prospective worker's employment. Here, it is the date the District estimates as the end of the temporary need to have this service or similar services performed by anyone.

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