IMPERIAL COMMUNITY COLLEGE DISTRICT
380 Aten Road
Imperial, CA 92251
(760) 355-6212

TEMPORARY EMPLOYMENT AGREEMENT

Instructions:

1. Complete all information AND obtain required signatures
2. Return to Human Resources (HR)
3. Candidate may not work until clearance is received from HR
4. Employment is temporary with no re-employment rights
5. A Statement of Qualifications is required with this form for Part-Time Faculty.

Check one:

- ☐ Student Employment ☐ Work Study
- ☐ Substitute [current vacant classified position; limited to ninety (90) calendar days]
  Previous incumbent: _____
- ☐ Short Term Project with end and beginning date not to exceed 175 working days, including holidays
- ☐ Substitute for current classified employee not to exceed 175 working days, including holidays
  Substituting for (current employee)_____
- ☐ Substitute pool for_____fiscal year (as needed)
- ☐ Professional Expert: *see Conditions of Employment below*
- ☐ Part-Time Faculty not to exceed 67% load in fall or spring semester

New Hire Information

Last Name:	First Name:	MI:
Employee G# and/or Last 4 of SSN :	Phone Number:	
Does the position require driving a district vehicle? ☐ Yes ■ No		
Position/Title:	Department:	
Assignment/Scope of Work:		
Range/Step:	Hourly Rate:	☐ Instructional ☐ Non-Instructional
Starting Date:	Ending Date:	
Work Days: ■ Monday – Friday **or** ☐ Mon ☐ Tues ☐ Wed ☐ Th ☐ Fri ☐ Sat ☐ Sun		
Shift START Time: _____ ■ AM ☐ PM	Shift END Time: _____ ☐ AM ■ PM	
Number of Hours per Day:	Total Hours:	
Amount Budgeted for Position/Total Salary:		
Budget Account (if split, include percentage):		

_____ _____
Candidate Signature Date

Approvals:				
	Originator:	Date	Chief Human Resources Officer:	Date
	Administrator/Manager:	Date	Board Approval:	Date
	VP of Administrative Services:	Date	OFFICE USE ONLY ☐ Approved ☐ Denied	Date

CONDITIONS OF EMPLOYMENT AS A TEMPORARY EMPLOYEE:

a. Professional Experts are not permitted to sell books, tapes, services, or otherwise promote their own business without prior approval.

b. Full payment of this agreement is contingent upon completion of total hours stated above. In the event of partial completion, compensation will be pro rated. ICCD may cancel this agreement at any time, with or without cause. Payment will not be made if program is canceled.

c. Professional expert and student employment shall not be used to supplant or replace classified work.

d. Professional experts are classified as non-certificated temporary employees.

e. Gross earnings will be subject to mandatory federal and state deductions.

f. Student Employees must meet and maintain the enrollment eligibility requirements.

g. Professional Experts, Temporary Hourly Workers, and Student Employees are not considered part of the classified service.