

# IMPERIAL COMMUNITY COLLEGE DISTRICT

380 Aten Road  
Imperial, CA 92251  
(760) 355-6212

## TEMPORARY EMPLOYEE AGREEMENT

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

**Status:** ☐ **New Hire** ☐ **Re-hire** (within last 12 months)

**Check One:** ☐ Student Employment (ST) ☐ Work Study (WS) ☐ Student Employment to Work Study ☐ Work Study to Student Employment  
☐ Professional Expert  
☐ Professional Expert: *see Conditions of Employment below* ☐ Professional Expert to Student Employee  
☐ Part-Time Faculty not to exceed 67% load in fall or spring  
☐ 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)

### New Hire Information

Last Name:		First Name:		MI:
Employee G# and/or Last 4 of SSN: <i>G# required for Student Employee</i>			Phone Number:	
Does the position require driving a district vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Position/Title:		Department:		
Assignment/Scope of Work:				
Range:	Hourly Rate:	<input type="checkbox"/> Instructional <input type="checkbox"/> Non-Instructional		
Anticipated Starting Date:		Ending Date:		
Work Days: <input type="checkbox"/> Monday - Friday <u>or</u> <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Th <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
Shift START Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		Shift END Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		
Number of Hours per Day/Week:		Total Hours:		
Amount Budgeted for Position/Total Salary:				
Budget Account (if split, include percentage): _____ ORG (Work Study TEA's Only)				

1 Candidate Signature

Date

Approvals: 2. Originator: _____ Date _____	5. Administrative Services Designee: _____ Date _____
3. <input type="checkbox"/> HR Acknowledgement _____	6. Chief Human Resources Officer: _____ Date _____
4. Administrator: _____ Date _____	7. <input type="checkbox"/> Payroll Acknowledgement _____

### CONDITIONS OF EMPLOYMENT AS A TEMPORARY EMPLOYEE:

- Professional Experts are not permitted to sell books, tapes, services, or otherwise promote their own business without prior approval.
- 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.
- Professional expert and student employment shall not be used to supplant or replace classified work.
- Professional experts are classified as non-certificated temporary employees.
- Gross earnings will be subject to mandatory federal and state deductions.
- Student Employees must meet and maintain the enrollment eligibility requirements.
- Professional Experts, Temporary Hourly Workers, and Student Employees are not considered part of the classified service.
- All new Professional Expert and Classified hires must complete applications; cannot begin onboarding.

# Temporary Employment Agreement Form Directions

## Glossary of Terms

### A. Position Classification Terms

New Hire	Have not been previously employed by IVC within the last 12 months.
Re-hire	Individual has been employed within the last 12 months.
Student Employee	Non-Work Study student paid through departmental budget.
Work Study Student Employee	Student awarded work study paid through their financial aid budget.
Professional Expert	Recreation assistants, interpreters, embedded tutors, community service/not-for-credit instructor, community/contract education-not for credit, technical expert.

### B. Routing Terms

1. Originator	Employee creating form and routing for signatures.
2. Candidate Signature	Person to be hired.
3. HR Acknowledgement	HR will acknowledge correct information will return form to Originator if inaccurate. Route to appropriate Analyst/Specialist.  Classified/Temporary: Gloria Arrington Part-Time/Professional Expert: Martha Bandivas Student Employees: Athena Chavez
4. Administrator	Student awarded work study paid through their financial aid budget.
5. Administrative Services Designee	Maria Lockas, Budget Analyst
6. Chief Human Resources Officer	Johanna Fisher
7. Payroll Acknowledgment	Elena Wayne, Payroll Coordinator & CC: Marcia Reyes, Payroll Technician

### C. Other Terms/Definitions

Instructional:	PT Faculty who gives direct instruction to students. i.e. faculty and/or tutors.
Non-Instructional:	Tasks or roles that support the educational environment, but do not involve direct teaching.
ORG	Add organizational number for work study students <b><u>ONLY.</u></b>

- Student Employment is semester based and is termed each semester. A TEA form is required each semester to process students.
- TEA forms for temporary employment dates cannot cross fiscal years.