



Temporary Employment Confirmation

Professional Expert

Short-Term

Substitute for Employee on Leave

*Job Description (must be attached for all positions)

Substitute for Open Recruitment

Employee Name: _____ Colleague ID: _____

BUDGET ACCOUNT: _____ POSITION ID: _____	<u>OPC Office use only</u> Earn Type: _____
BUDGET ACCOUNT: _____ POSITION ID: _____	

DATES OF EMPLOYMENT: Beginning _____ Ending _____ Pay Rate: _____

Dates must be less than a 9-month period (Ed Code Section 88003 – 75% of a college year) example: July 1 – March 31.

SUBSTITUTE EMPLOYEES CANNOT WORK PAST 90 DAYS WITHOUT HR/OPC APPROVAL.

Professional Expert: Object Code must be 2430 for instructional services or 2330 for all other types of services. Effective January 1, 2025 the minimum wage is \$16.50/hr. All pay rates are subject to approval by the Office of People & Culture.

Short-Term or Substitute: Object code must be 2410 for instructional services or 2310 for all other types of services. Short term and Substitute employees are placed on Step 1 of the negotiated salary range for Classified positions.

Position title: _____ If substitute, absent employee/title: _____

Specialized Knowledge/Skills to be performed: _____

Project/Description of duties – (See attached is not sufficient):

BOARD APPROVAL DATE: _____ (OPC must approve all hires prior to being placed on the PCA for Board approval)

_____ Employing Supervisor/Colleague ID/Date:	_____ Dean approval/Colleague ID/Date:
_____ Timecard approver/Colleague ID/Date:	_____ President/Vice Chancellor/Chancellor/Date:

***** TO BE COMPLETED BY EMPLOYEE *****

MAILING ADDRESS: _____
P.O. Box/Street No. City State Zip

TELEPHONE: _____ SOC SEC NO: _____

Retirement System: STRS: Yes ___ No ___ Retired ___ PERS: Yes ___ No ___ Retired ___ Other: _____

I/We understand that YCCD Governing Board confirmation is required, if not currently a permanent employee of YCCD, and that I must have the YCCD Temporary Classified application, EEO statement, W-4 Federal tax form, DE - State tax form I-9, Demographic, CalPERS Exclusion, and the YCCD Marketplace Coverage Options forms on file with the Office of People & Culture in order for my employment to be official and for me to be paid.

I have read the employment confirmation set forth above and accept employment on the terms stated herein. I understand that as a professional expert, short-term, or substitute employee, I am **NOT** entitled to health and welfare benefits due regular employees and will not obtain probationary or permanent status. I understand that I am an "at will" employee, on-call-as-needed basis only.

Signature of Employee

Date

OPC approval: Yes No Initials: _____

All required documents must be provided to OPC prior to the employee starting work

Revised: 11/2024