



SAN DIEGO COMMUNITY COLLEGE DISTRICT NANCE POSITION AUTHORIZATION FORM

Do not use this form to hire a substitute, full-time student, any work-study or work experience student, or to extend or continue a previous short-term assignment.

This is a request for an exemption to hiring a classified employee for a maximum of 175 work days (NOT including holidays) in a school year for work that is temporary in nature, and is not a continuing need (Short-Term Employee), or when services are of such an urgent, temporary, or occasional nature that the District's regular hiring process would impact the requesting department's operation (Personal Services Contract).

1. Position Information

Type of Service:

Short-Term Employee Position

OR

Personal Services Contract

Position Title: _____

Position Title: _____

Hourly Pay Rate: _____ per hour

Expected start date: _____

Ending Date: _____ or end of fiscal year

Campus: _____

Dept Code: _____

Hours/Days of Assignment: _____

Total Hours per Week (Max 25): _____

Number of requests (Duties must be identical in order to request multiple positions): _____

Briefly describe the services to be provided:

Indicate how this work is temporary in nature and not a continuing need (Short-Term Position) or of such an urgent, temporary or occasional nature (Personal Services Contract):

2. Hiring Manager/Supervisor:

Reports to Position#: _____

Print Name (Manager/Supervisor)

Sign Name

Date

3. Vice President-Admin / Vice Chancellor Approval:

I have reviewed this request and certify it is compliant. I understand employment may not begin until notified by Human Resources that the position has been approved.

Print Name (VPA/Vice Chancellor)

Sign Name

Date

4. Human Resources Use:

Director of Employment

Vice Chancellor, HR

Date

Board Approval Date: _____

Recommend

Deny