



HARTNELLCOLLEGE

REQUEST TO HIRE SHORT-TERM EMPLOYEE

Human Resources & Equal Employment Opportunity

Job Title:		Grant Funded?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Department:		Supervisor:
Unit:	<input type="checkbox"/> CSEA <input type="checkbox"/> L39 <input type="checkbox"/> Temp/Hourly EE List	Hourly Rate: \$ (95% of Step A for CSEA or L39)
Duration:	From: To:	Number of Days Requested:
Project/Duties to be Performed: NOTE: Short Term Employees may only be used 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.		

Schedule:							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours:							

Budget:	Fund		Area		Loc		Cost Center		Account		Percentage
Salary Distribution:		—		—		—		—			%
		—		—		—		—			%
		—		—							%

Signatures:	* See "Employing Short-Term Non-Academic Employees" for significance of signatures.		
Supervisor:		Date:	
Controller/Grants Acct Mgr:		Date:	
Vice President:		Date:	
HR Director:		Date:	

Upon completion of all signatures and approval by the Board of Trustees, this form will be returned to the Requesting Department. Short-Term employees MAY NOT begin service until this completed form is returned to the Department by Human Resources .

Please attach this completed form to the Short-Term Employment Notice when submitting.

Date approved by Board of Trustees: ____/____/____ _____ HR office