

## SHORT TEMPORARY/SUBSTITUTE PERSONNEL ACTION FORM

This form is completed by the appropriate personnel in the department. Pursuant to AB500 and effective January 1, 2003, short temporary employment requires board approval with exception of classified substitutes. The following guidelines must be followed and tracked by the department:

1. **DAYS LIMIT** - Employees must NOT work more than 184 days per fiscal year. All jobs combined.
2. **HOURS LIMIT CALPERS** – Employees who reach 1,000 hours worked per fiscal year require CALPERS membership. This membership requires employee and employer monthly contributions.
3. **HOURS LIMIT BENEFITS** - Affordable Care Act requires the District to offer health benefits to employees working 130 hours per month.
4. **SICK LEAVE** – Employees earn 1 hour of paid sick leave for every 30 hours worked. The maximum accrual is 24 hours. Employees must be employed 30 days and pass a 90 day period to use sick leave.

Cañada College
Chancellor’s Office
College of San Mateo
Skyline College

<u>G#</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>
<u>Fiscal year</u>	<u>Board Approval</u>	<u>Int'l ST</u>	<u>Position #</u>
<u>Effective Date:</u> _____ New/Re-employment      Termination Salary                      Labor Distribution		<u>Employment Type</u> A Short Term                      B Substitute C Retiree (same/low class)      D Retiree (differ/higher class) E Miscellaneous	

Job Title
Department/Division
Salary Sched.
Grade
Step
Avg. Monthly Hrs

<b>COMPLETE THIS SECTION IF HIRING A SUBSTITUTE:</b>			
<u>Reason:</u>			
<u>Name of Employee being replaced</u>	<u>Leave of Absence</u>	<u>Vacant Position</u>	<u>Sick/Vac Coverage</u>

**Labor Distribution**

FUND	ORG	ACCOUNT	PROGRAM	PERCENT

Web Approver Name

Web Approver G#

Timesheet Reporting System

Web Entry

Department Entry

Web FYI Name

Web FYI G#

Dean/Administrator Name

Dean/Administrator Signature

College Business Officer Signature

## SHORT TEMPORARY & SUBSTITUTE PAF INSTRUCTIONS

Complete the Short-Term PAF to ensure employee payment. Short-Term and Substitute employees receive payment on the 15<sup>th</sup> of each month for the previous month work. To ensure timely payment follow the [Payroll Deadlines](#) available on the Downloads page. [Short-Term/Substitute Employment Policy and Procedures](#) are available in the Human Resources Downloads Page.

### SUBSTITUTE EMPLOYMENT:

1. **New Hire Packet:** All new employees must complete a New Hire Welcome Packet. If the person has already worked for the district in the past, only complete the PAF. Employee can update their personal information in Websmart.
2. **PAF:** Complete a PAF for a New Hire (Add New Position), Re-employment, Salary Change, Labor Distribution Change, and Termination.
  - *Board Approval:* Enter the date the Short-Term position was board approved.
  - *Dates of Employment:* This determines the dates the time sheet will be available on Websmart or Department Entry. The default end date for all Short-Term employment is 06/30/YY.
  - *Position Number:* Consists of six Characters, i.e. 2L2416 or 2M2416
    - First character of the position indicates the campus location.
      - 1.Chancellor's Office
      - 2.Skyline
      - 3.Cañada
      - 4.CSM
    - Second character is an "L" indicative of regular Short-Term/Substitute and "M" is for miscellaneous employees.
    - Last characters indicate the department's organization number.
  - *Effective Date:* Enter the date you want the employment and or change to reflect.
  - *Employment Type:*
    - Box A: Short Term Employee
      - Short-Term employment requires Board Approval (AB 500).
    - Box B: Substitute Employee
    - If you check this box, also complete the "Complete this Section if Hiring a Substitute."
      - Substitutes do not need Board Approval.
      - Substitutes can only replace an employee absent from work:
        - i.e. Leave of Absence, Sick/Vacation Coverage, Vacant Position.
      - Substitutes replacing someone in a vacant position can only substitute for 60-Days during recruitment period.
      - Substitutes cannot replace someone detailing in another position.
    - Box C: Retiree returning to the same classification or lower classification.
    - Box D: Retiree- Retiree returning in same or higher classification.
    - Box E: Miscellaneous- Requires Board Approval.

- *Job Title:* This will show in Websmart.
- *Salary Schedule:*
  - Short Term Employees salary schedule is 6T, MH or 80% of regular salary schedules.
  - Shot-Term Retirees are paid from regular salary schedule, highest step, + LSI prior to retiring.
  - Substitutes are paid 100% from regular salary schedules (i.e. 40, 50, 60, 70...)
- *Average Monthly Hours:* Hours you expect employee to work.
- *Labor Distribution:* The position Org and Labor Distribution Org must match. If there is a change in Org then the position# also changes. Check this box for any other distribution change.
- *Web Approver and FYI:* Enter name and G# of approver and FYI.
- *Time Sheet Reporting System:* Indicate if you want the employee to see their time sheet in Websmart and enter hours or if the department approver wants will manually enter hours in banner.