



TO: Short-term and Substitute Workers
FROM: Office of Human Resources
RE: Information for Employment

The following documents are required within 72 hours of employment at San Jose/Evergreen Community College District. Return them directly to the hiring administrator or designee as directed. Delay in submitting documentation may result in the delay of paycheck processing and board approval.

1. Short-Term, Substitute & Professional Election Request Form
2. Employment Application (Short-term [includes Athletic Support Services], Substitute, Professional Experts)
3. Personal Data Report Form
4. Employment Information Form (Oath, Child Abuse Reporting and Emergency Contacts)
5. Workers' Compensation: Pre-Designation of Personal Physician
6. Notice of Exclusion from CalPERS Membership
7. Member Reciprocal Self-Certification Form
8. Employment Eligibility Verification (Form 1-9) with photocopies of certain documents that establish both Identity and Employment Authorization from List A or a combination of two documents, one from List B and one from list C. If you are an international student you may be required to provide additional information (Form 1-94, 1-20, and FI Documentation).
9. Federal Withholding Form W-4 and State Withholding DE4
10. Payroll Information Form (Affidavit of Designation to Receive Warrants, STRS/PERS Information, Check Distribution)
11. Direct Deposit Authorization Agreement/FAQ
12. Sick Leave for Temporary Employee
13. Applicant Employee Survey
14. Tuberculosis Clearance. The attached Tuberculosis Screening Authorization Form must be processed at one of the Colleges during the school year or at US Health Works Medical Group during the summer months as indicated below:

Location:

Hours:

San Jose City College
(408) 288-3724

Student Health Services

<http://www.sjcc.edu/current-students/on-campus-resources/student-health-services>

During summer months: Alliance Occupational Medicine, 1901 Monterey Road, Suite 10, San Jose (408.477-8080) Monday- Friday 7- 7p.m

15. Fingerprinting (take the attached fingerprint Processing Form to the College Police at Evergreen Valley or San Jose City College; they will provide you with the appropriate form to take and schedule an appointment with the Sheriff's Office.)

Complete the above-listed forms and return them to the department/division where you will be working unless otherwise directed in the attachments. Employee must submit forms within 3 business days of starting work.

General Information:

1. **Assignments:** All short-term assignments require Board of Trustees approval. Short-term workers are limited to 60 days in any one assignment during peak periods. Substitutes replacing an employee on leave of absence are limited to 185 workdays. Substitutes in vacant positions are limited to 60 working days.
2. Short-term and substitute workers must keep a monthly time sheet to verify work dates and times. The time sheet must be completed via MyWeb and submitted by you and approved by your immediate supervisor and then submitted to Payroll by the deadline dates established by the Payroll Department.
3. **Pay period/payday:** All short term and substitute hourly employees are to complete and submit their timesheets via MyWeb for approval before the end of the month in order to receive payment on the 10th of the following month.
4. Short-term and substitute workers are not eligible for paid holidays, vacation, health and welfare benefits, but are eligible to earn sick time. Free parking passes are available from the Police Department located on Evergreen Valley or San Jose City College campuses.
5. SJECCD Policies and Procedures: It is your responsibility to read and comply with the District's enclosed policies and procedures.



SHORT-TERM WORKERS

Short-term workers may be employed during peak periods and are not intended to replace regular employees on leave of absence or for vacant classified positions. Refer to Substitute Workers Operational Procedures if a substitute is needed to replace a regular employee.

Short-term assignments shall not exceed sixty (60) working days during a peak period. Short-term assignments needed beyond the sixty (60) working days may be approved. Contact Human Resources for information.

Benefits, Salary and Working Conditions:

1. Short-term workers will earn sick time at the rate of 1 hour for every 30 hours worked.
2. Short-term workers are not eligible for health and welfare benefits or any other benefits afforded regular employees unless provided by a grant.
3. Short-term workers have no vested employment rights.
4. Short-term workers will be paid based on the Short-Term Hourly Salary Schedule.
5. Short-term workers shall be provided paid rest periods and non-paid lunch breaks as required by law.
6. Free parking passes are available from the District Police Department located at Evergreen Valley and San Jose City College.
7. Short term workers may be released from service at any time.

Required Documents

New Short-term Worker:

1. Short-Term, Substitute & Professional Election Request Form (semester basis or annually contingent upon assignment)
2. Short-term, Substitute & Professional Expert Application
3. Personal Data Report Form
4. Employment Information Form (Oath, Child Abuse Reporting and Emergency Contacts)
5. Workers' Compensation: Pre-Designation of Personal Physician
6. Notice of Exclusion from CalPERS Membership
7. Member Reciprocal Self-Certification Form
8. Employment Eligibility Verification (Form 1-9) with photocopies of certain documents that establish both Identity and Employment Authorization from List A or a combination of two

documents, one form List B and one from list C. If you are an international student you may be required to provide additional information (Form 1-94, 1-20, and FI Documentation).

9. Federal Withholding Form W-4 and State Withholding DE4
10. Payroll Information Form (Affidavit of Designation to Receive Warrants, STRS/PERS Information, Check Distribution)
11. Direct Deposit Authorization Agreement/FAQ
12. Sick Leave for Temporary Employee
13. Applicant Employee Survey
14. Tuberculosis Clearance
15. Fingerprinting

Continuing Short-term Worker:

1. Short-Term, Substitute & Professional Election Request Form (semester basis or annually contingent upon assignment)
2. A continuing short-term worker who has not worked for two or more semesters must complete the following forms: Short-term, Substitute & Professional Expert Application, Personal Data Report Form, Employment Information Form, Federal Withholding Form W-4 and State Withholding DE4, Payroll Information and Employee Survey. If their tuberculosis has expired, another clearance is also required.

Responsibilities of the Short-term Worker

1. Complete and submit an application packet (all employment documents) upon initial employment.
2. Provide any additional documents requested by the District.
3. Be fingerprinted within 72 hours of initial employment at District expense. Continued employment as a short-term worker is contingent upon providing this information.
4. Submit a tuberculosis clearance at District expense. Continued employment as a short-term worker is contingent upon providing this information.
5. Follow District policies, rules and regulations.
6. Sign a confidentiality statement as requested if duties include access to student and employee information.

Responsibilities of Employing Manager

1. Ensure that the short-term worker meets the qualifications of the assignment.
2. Use good judgment and consider the Board Policy on Nepotism when employing short-term workers; be cautious and do not create conflicts of interest.
3. Submit employment forms to Human Resources.
4. Direct the short-term worker to obtain fingerprints and a tuberculosis clearance.
5. Complete and submit the Election Request Form. Ensure accuracy of information prior to submission of documents and attach all short-term required documents to the Election Request Form and submit all documents to Human Resources.

6. Monitor the workdays of the short-term worker.
7. Do not exceed the work period specified on the Election Request Form as determined by Human Resources.
8. Sign and submit time sheets timely. The immediate supervisor may authorize another supervisor or administrator to sign in their absence providing approval of the appropriate Vice President or President or appropriate District Office administrator is obtained.
9. Meet established deadlines to submit all required documentation to Human Resources and Payroll to ensure the substitute is paid timely.
10. Any corrections to the Election Request Form after initial submission such as change of start date, accounting codes, hours, etc. must be submitted on the Election Request Form to Human Resources. No extensions of assignment can be made unless the position was Board Approved to include the extension of workdays.
11. Obtain a Privacy and Confidentiality Agreement from the short-term worker if he/she will have access to student and employee information.

Responsibilities of Human Resources

1. Update the Datatel system and provide necessary information/documentation to the Payroll Department.
2. Prepare the Board agenda item.
3. Follow-up with fingerprint and tuberculosis clearance.
4. Post Short-term Employment Packets on the District's webpage each fiscal year. Colleges may retrieve as needed.
5. Provide assistance and answer questions.

SUBSTITUTE WORKERS

Substitute workers are employed for the following purposes:

1. To replace regular employees on vacation or extended leave of absence of three weeks or more;
2. For sick leave absences at any time when the absent employee has exhausted his/her sick leave and accumulated vacation; and
3. To fill vacant or new positions while recruitment is in progress.

Substitute Requirements and Limitations to Replace Regular Employees on Extended Vacation and Leave of Absence

1. Substitute workers shall meet the minimum qualifications of the position to be assigned.
2. Substitute assignments and/or a combination of other District work assignments cannot exceed 185 working days each fiscal year. A day is a day regardless of the number of hours worked.
3. If a substitute assignment exceeds the 185 working days and continued services are needed, the employing manager must obtain a new substitute.
4. The workweek of a substitute can be defined in less than 5 days per week to ensure the substitute does not exceed the 185 working days.
5. Substitute workers cannot work as a student worker during any semester; they are either a substitute worker or a student worker.

Substitute Requirements and Limitations for Replacement or Newly Established Positions

1. Substitute workers shall meet the minimum qualifications of the position to be assigned.
2. Substitute workers shall not be employed in a replacement position until the recruitment has begun through HireTouch.
3. Substitute workers shall not be employed in a newly established position until the Board of Trustees has approved the position.
4. One or more substitutes in any one assignment cannot exceed sixty (60) working days.
5. The workweek can be defined in less than 5 days per week to ensure the substitute does not exceed the 60 working days while the recruitment is in progress.

6. An extension beyond the 60 working days is subject to approval of CSEA, the Vice Chancellor of Human Resources, and the Board of Trustees. Contact the Human Resources Department if an extension is necessary.
7. Substitute workers cannot work as a student worker during any semester; they are either a substitute worker or a student worker.

Substitutes Employed on an On-Call Basis to Replace a Regular Employee

Substitutes meeting the minimum qualifications of a position may be employed on an on-call basis for the Police Department, Child Development Centers and the Cosmetology Department. On-call assignments are intermittent and needed for health and safety reasons and in compliance with state regulations. On-call assignments are limited to ten (10) consecutive working days. Any assignment exceeding ten consecutive working days requires the completion of a new Election Request form and the identification of the absent regular employee.

Benefits, Salary and Working Conditions

1. Substitute workers will earn sick time at the rate of 1 hour for every 30 hours worked.
2. Substitute workers are not eligible for health and welfare benefits or any other benefits afforded regular employees, and they have no vested employment rights.
3. Substitute workers will be paid based on the Substitute Hourly Pay Rates Salary Schedule.
4. Substitute workers shall be provided paid rest periods and non-paid lunch breaks as required by law.
5. Free parking passes are available from the District Police Department located at Evergreen Valley and San Jose City Colleges.
6. Substitute workers can be released from service at any time.

Documents

New Substitute:

1. Short-Term, Substitute & Professional Election Request Form (semester basis or annually contingent upon assignment)
2. Short-term, Substitute & Professional Expert Application
3. Personal Data Report Form
4. Employment Information Form (Oath, Child Abuse Reporting and Emergency Contacts)
5. Workers' Compensation: Pre-Designation of Personal Physician
6. Notice of Exclusion from CalPERS Membership
7. Member Reciprocal Self-Certification Form
8. Employment Eligibility Verification (Form 1-9) with photocopies of certain documents that establish both Identity and Employment Authorization from List A or a combination of two documents, one form List B and one from list C. If you are an international student you may be required to provide additional information (Form 1-94, 1-20, and FI Documentation).
9. Federal Withholding Form W-4 and State Withholding DE4
10. Payroll Information Form (Affidavit of Designation to Receive Warrants, STRS/PERS Information, Check Distribution)
11. Direct Deposit Authorization Agreement/FAQ
12. Sick Leave for Temporary Employee
13. Applicant Employee Survey

14. Tuberculosis Clearance
15. Fingerprinting

Continuing Substitute:

1. Election Request Form (semester basis or annually contingent upon assignment)
2. A continuing short-term worker who has not worked for two or more semesters must complete the following forms: Short-term, Substitute & Professional Expert Application, Personal Data Report Form, Employment Information Form, Federal Withholding Form W-4 and State Withholding DE4, Payroll Information and Employee Survey. If their tuberculosis has expired, another clearance is also required.

On-Call Substitute:

1. Completion of all documents if new as indicated above with the exception of the work calendar.
2. Continuing on-call substitute requires completion of an Election Request Form.
3. New Election Request Form (semester basis) if assignment for a regular employee is for more than ten (10) consecutive working days

Responsibilities of the Substitute Worker

1. Complete and submit an application packet (all employment documents) upon initial employment.
2. Provide any additional documents requested by the District.
3. Be fingerprinted within 72 hours of initial employment at District expense. Continued employment as a substitute worker is contingent upon providing this information.
4. Submit a tuberculosis clearance at District expense. Continued employment as a substitute worker is contingent upon providing this information.
5. Follow District policies, rules and regulations.
6. Sign a confidentiality statement as requested if duties include access to student and employee information.

Responsibilities of Employing Manager

1. Ensure that the substitute meets the minimum qualifications of the position.
2. Use good judgment and consider the Board Policy on Nepotism when employing substitute workers; be cautious and do not create conflicts of interest.
3. Submit employment forms to Human Resources.
4. Direct the substitute to obtain fingerprints and a tuberculosis clearance.
5. Complete and submit the Election Request Form. Ensure accuracy of information prior to submission of documents and attach all substitute required documents to the Election Request Form and submit all documents to Human Resources.
6. Monitor the workdays of the substitute.
7. Do not exceed the work period specified on the Election Request Form as determined by Human Resources.

8. Sign and submit time sheets timely. The immediate supervisor may authorize another person, preferably another supervisor or administrator, to sign in their absence providing approval of the appropriate Vice President or President or appropriate District Office administrator is obtained.
9. Meet established deadlines to submit all required documentation to Human Resources and Payroll to ensure the substitute is paid timely.
10. Any corrections to the Election Request Form after initial submission such as change of start date, accounting codes, hours, etc. must be submitted on the Election Request Form to Human Resources. No extensions of assignment can be made unless the position was Board Approve to include the extension of workdays.
Be cautious of any extensions to ensure substitutes do not exceed the maximum workdays.
11. Obtain a Privacy and Confidentiality Agreement from the substitute if he/she will have access to student and employee information.

Responsibilities of Human Resources

1. Update the Datatel system and provide necessary information/documentation to the Payroll Department.
2. Prepare the Board agenda item.
3. Follow-up with fingerprint and tuberculosis clearance.
4. Post Substitute Employment Packets on the District's webpage each fiscal year.
Colleges may retrieve as needed.
5. Provide assistance and answer questions.