



Temporary Employment Hiring

Manager Information - Reference Guide

Presented by Human Resources – Operations Team

January 2019

AGENDA

- ❑ Position Categories
- ❑ Guidelines for Hiring Student Assistant, Short-term (Hourly), Professional Expert, Substitute
- ❑ 2018-19 HR Board & Payroll Due Dates
- ❑ Questions?

Before we begin...

Questions to ask...

- What area do you need help in?
- What duties will this position be performing?
- What skill level does this position need?
- When will this position need to start?
- How long do I need the help for?

Things to consider...

- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15)
- Employment shall not result in the displacement of Classified personnel (EC§88003)
- At-will, no entitlement rights to any position in the District, and not benefits eligible.

Guidelines for Hiring a Student Assistant Employee

- Help them gain work experience and develop new skills in order to be prepared to accept the responsibilities of permanent careers.
- Non-Mt. SAC students may be hired as Student Assistants in tutor centers only.
- Limit work to 19 hours per week → Student Assistants' primary role on campus is to be a student.

Guidelines for Hiring a Student Assistant Employee

- Hiring department is responsible for verifying the student is registered for the required units each semester/intersession.
 - Student must be enrolled in a minimum of six (6) units during primary semesters (Fall or Spring).
 - If six (6) unit minimum is met for Fall, they can continue Fall employment through Winter Intersession.
 - If six (6) unit minimum met for Spring, they can continue Spring employment through Summer Intersession.
 - If six (6) unit minimum is NOT met in a preceding primary semester, student must be enrolled in a minimum of two (2) units during the Winter/Summer intersession to work.

Short-Term / Professional Expert / Substitute

positions are all CalPERS eligible positions

- CalPERS retirement law §20305(3)(B) if employee works 1,000 hours in a fiscal year, the employee becomes a CalPERS member.
- To prevent CalPERS membership limit to 980 work hours in a fiscal year.
- Contributions are paid by **department budget (18.062%) and employee (7.0%)**.

Guidelines for Hiring a Short-Term Hourly Employee

- Hired to perform a service for the District, that occurs on an irregular basis upon the completion of which will not be extended or needed on a continuous basis.
- Limit work to 29 hours per week.
 - Equivalent to 34 weeks a year
 - Equivalent to 170 days in a year

Guidelines for Hiring a Short-Term Hourly Employee

- Board approval must be obtained prior to first day of work performed (EC§88003) (usually about a month in advance) .
- Should not exceed 185 working days within the fiscal year (to prevent violating EC§88003) .
 - **Ed Code 88003:** After 195 days, the district must buy the employee as a permanent employee.
 - This is a cumulative figure, the sum being combined days worked in all departments on campus.
 - Hiring managers must monitor and ensure employee does not work beyond 185 days regardless of hours worked in a day.

Guidelines for Hiring a Professional Expert Employee

- Hired for a defined project with specified start and end dates. This individual should have specific knowledge, skills or expertise not generally found within an existing classified service to perform a limited time assignment being hired for.
- Limit to 29 hours/week.

Professional Experts do not have a cap on the amount of days they can work within a fiscal year

Guidelines for Hiring a Substitute Employee

- Substitutes must meet the minimum qualifications for the position.
- FTE (Full-Time Equivalent) hours should be the same as the FTE hours of the position substituting for.
- Pay is the salary range of the position being substituted for at step 1 of the same range.

Guidelines for Hiring a Substitute Employee

- Should not exceed 185 working days within the fiscal year **(to prevent violating EC§88003)**.
 - **Ed Code 88003**: After 195 days, the district must buy the employee as a permanent employee.
 - This is a cumulative figure, the sum being combined days worked in all departments on campus.
 - Hiring managers must monitor and ensure employee does not work beyond 185 days regardless of hours worked in a day.
- If a substitute is being used to temporarily fill a **vacancy** currently being recruited for: Limit substitute(s) for the position to no more than **60** calendar days total; **Ed Code 45103(d)(1)**.

Payroll/Timesheet Reminders

Payroll Calendar 2018-2019

Short-Term Hourly, Student Assistant, Professional Expert, Substitute (non-academic) and Fee-Based Employees

Submit employee's hire doc BEFORE timesheets are due to ensure employee gets paid on time

Pay Period		Time Sheets Due In	Payroll
From	Through	Payroll Department On	Issue Date
07/01/18	07/31/18	Wednesday, August 01, 2018	Wednesday, August 15, 2018
08/01/18	08/31/18	Tuesday, September 04, 2018	Friday, September 14, 2018
09/01/18	09/30/18	Monday, October 01, 2018	Monday, October 15, 2018
10/01/18	10/31/18	Thursday, November 01, 2018	Thursday, November 15, 2018
11/01/18	11/30/18	Monday, December 03, 2018	Friday, December 14, 2018
12/01/18	12/31/18	Wednesday, January 02, 2019	Tuesday, January 15, 2019
01/01/19	01/31/19	Friday, February 01, 2019	Thursday, February 14, 2019
02/01/19	02/28/19	Friday, March 01, 2019	Friday, March 15, 2019
03/01/19	03/31/19	Monday, April 01, 2019	Monday, April 15, 2019
04/01/19	04/30/19	Wednesday, May 01, 2019	Wednesday, May 15, 2019
05/01/19	05/31/19	Monday, June 03, 2019	Friday, June 14, 2019
06/01/19	06/30/19	Monday, July 01, 2019	Monday, July 15, 2019

The hiring department must KEEP COPIES OF HIRE DOCS (front sheet only) to make sure account strings used on timesheets match account strings on hire doc.

Temporary Employment Hiring Matrix

	VP Signature Required	Limit Hours per Week	Board Approval PRIOR to Start Date (Ed Code 88003)	Limited to 980 HOURS/ Fiscal year (Gov't Code 20305(b))	Limited to 185 WORKING days/ school year (Ed Code 88003)	Limited to 60 CALENDAR days total (Ed Code 88003)	Acceptable Hire Dates
Student Assistants		19/week					Anytime between 7/1 – 6/30
Short-term Hourly	●	29/week	●	●	●		Anytime between 7/1 – 6/30
Professional Experts	●	29/week		●			Anytime between 7/1 – 6/30
Substitutes	●	29/week		●	If substituting for Classified employee temporarily absent from duty	If substituting for a vacant position AND currently being recruited for (Consult HR)	<ul style="list-style-type: none"> Anytime 7/1 – 6/30 if substituting for Classified employee temporarily absent from duty Varies: when 60 calendar day restriction applies

Questions?

All Operations HR Technicians can answer any questions you may have regarding the hiring process.

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