

**RECOMMENDATION FOR EMPLOYMENT
PART-TIME (CAREER SERVICE, OTHER PROFESSIONAL, STUDENT)**

NAME: _____ EMPL ID (If known): _____

Last First MI

POSITION STATUS (Division of Retirement Definition):

- () Temporary Part-Time OPS (other personnel svcs.) Budgeted Position – Person to occupy position has worked less than 2,080 hrs. of total SCC svc.
- () Temporary On Call Position - Unexpected work for brief periods. Person to occupy position has worked less than 2,080 hrs. of total SCC svc.
- () Temporary Student Position – Person to occupy position must be a student who is in an accredited educational or vocational program.
- () Regular Part-Time Employee - Person to occupy this position has been employed with SCC in temporary part-time OPS or temporary on call positions for more than 2,080 hours.

POSITION TITLE: _____ POSITION NO.: _____

() NEW POSITION () EXISTING POSITION REPLACING: _____

EFFECTIVE DATE (for this position): _____ - _____ - _____ EXPECTED END DATE (complete for grant/project positions only): _____ - _____ - _____

ACCOUNT CODE(S):

_____	_____	_____	_____	_____	_____	DEPT DESCRIPTION: _____
Fund	Program	Department	Class	Location	GL	
_____	_____	_____	_____	_____	_____	DEPT DESCRIPTION: _____
Fund	Program	Department	Class	Location	GL	
HOME DEPARTMENT: _____						

		HUMAN RESOURCES OFFICE USE ONLY:		
<u>POSITION</u>	<u>HOURLY RATE</u>	<u>RPT GL</u>	<u>TPT GL</u>	<u>OCC CODE</u>
Administrator	\$ _____	() 56590	() 56500	06
Admissions Asst. I	\$ _____	() 57090	() 57000	07
Coach	\$ _____	() 56094	() 56004	06
Counselor	\$ _____	() 56093	() 56003	04
Custodian	\$ _____	() 57090	() 57000	10
Librarian	\$ _____	() 56092	() 56002	04
Paraprofessional	\$ _____	() 56096	() 56006	08
Records Assistant	\$ _____	() 57090	() 57000	07
Registration Assistant	\$ _____	() 57090	() 57000	07
Seminar Leader	\$ _____	() 56590	() 56500	06
Staff Assistant	\$ _____	() 57090	() 57000	07
Student Position	\$ _____	n/a	See below	11
Other Position Title:	\$ _____	Career Service:	Career Service:	
_____		() 56096 () 57090	() 56006 () 57000	
		Professional :	Professional:	
		() 56590	() 56500	06

ROUTING AND APPROVALS:

_____	_____	_____	_____
Supervisor	Date	Vice President	Date
_____	_____		
Dean/Director	Date		

HUMAN RESOURCES OFFICE USE ONLY:

Job Code: _____	Pay Group: _____	Salary Plan/Grade: _____	Empl Rec: _____
() Application	() Credentials (if applicable)	() Managed Care Acknowledgement	
() Application Supplement	() Immigration Form: I-9	() Retirement Status Form	
() Background Release Form	() Loyalty Oath	() Withholding Tax Form	
() Certified Transcripts (other professional only)			

If student position: attach student schedule: () 58300 (enrolled 6+ hrs = exempt) () 58301 (enrolled < 6 hrs = subject)

Currently in System: Yes ___ No ___ Date _____ Entered into System: Initials _____ Date _____

Board Action Date: _____