



POLICIES AND PROCEDURES FOR TEMPORARY EMPLOYEE ASSIGNMENTS (TEAs)

I. Temporary Employee Personnel Policy

Before temporary employees are hired, the appropriate hiring supervisor or administrator should ensure that the employment of temporary personnel is essential and the work assignment cannot be performed by regular employees, or the work assignment is most prudently assigned to temporary personnel. Before temporary employees are hired, efforts should be made to allocate the work among present classified staff.

The service of a temporary employee may be discontinued by the employing supervisor at any time.

Temporary Employees are not in a collective bargaining unit and do not enjoy any of the contract rights granted to unit employees. Specifically, they are not eligible for District fringe benefits (vacation, paid holidays, comp-time, etc.), salary increases, reclassification, or for shift differential pay.

Temporary Employees are not granted preferential treatment based on their employment with the District if they apply for a permanent position.

Temporary Employees shall be provided rest periods and non-paid lunch breaks as required by law (a paid rest period of 15 minutes within each four-hour period of work and an unpaid lunch period of at least 30 minutes for work shifts that are five (5) hours or more).

All paperwork to process an assignment must be submitted through a Cornerstone staffing requisition. Instructions can be found from the Temporary Employee's webpage - [How To Create A Requisition](#)
Temporary employees are paid at Mid-Month Payroll. Web time entry (timesheets) are due no later than the date specified on the Mid-Month Payroll pay schedule that may be located on the Payroll webpage - <http://business.fhda.edu/payroll/a-pay-schedule.html>.

The governing Board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, "substitute employee" and "short-term employee" in Section 88003 of the California Education Code and shall certify the ending date of the service.

II. Procedures for Filling a Temporary Employee Assignment

To fill a temporary assignment please submit a Cornerstone staffing requisition. If you need a Cornerstone account set up please contact the HR Specialist, Recruitment and Employment at 650-949-6217 or employment@fhda.edu.

If you need assistance or have questions about the procedures, please contact the TEA Desk: Johnny Shay, Human Resources Technician at shayjohnny@fhda.edu.

1. Submit a Staffing Requisition

- The staffing requisition must be fully approved with appropriate requisition approvers' approval **before** temporary employees begin work as it authorizes the hire. Timesheets or pay cannot be issued unless the requisition has been fully approved. HR will submit TEA Board items for approval based on the information you provided on the staffing requisition. **Please note that short-term assignments (E-class T3, T5 and T7) must have an approved staffing requisition and must be approved by the Board before employment starts. Substitutes (E-class T2 and T4) must have an approved staffing requisition before employment starts.** Submit the information (employee name, job title, start and ending date, division, and campus).
- Please pay attention to end date. If you need to extend the assignment, you must submit a requisition email to the Associate Vice, Chancellor, Human Resources before the employee can continue beyond the approved end date. Short-term TEA extensions must be approved the Board prior to the beginning of the extension.

2. "First Time Employee Application and On-boarding"

The following items must be on file in District Personnel Services before a temporary employee can begin work. Timesheet or pay cannot be issued until these forms are received.

- An application submitted online to the Temporary/Casual job category on the Employment/Careers website at <http://hr.fnda.edu/careers/>
- Online TEA New Hire Packet and completion of TB testing and Livescan (fingerprint).
- Paperwork intake and I-9 verification appointment with the HR Technician II, Classified Hourly/Temporary personnel.
- State and Federal Income Tax Withholding Forms
 - Effective July 1, 1991, all hourly employees not members of a public retirement system such as STRS or PERS will be required to pay Social Security and Medicare Payroll taxes. This payroll tax and coverage apply to all employees who are not members of a public retirement system, after July 1, 1991, regardless of the date of hire.

III. Useful Information

All Temporary employees:

- who are in paid status for more than 124 work days or 1000 hours will be subject to PERS contributions.
- may work no more than 180 days in a fiscal year or whichever comes earlier depending on the limitation specified in the types of assignments (see below).
- Calendar Days - Days in calendar year including holidays and weekends.
- Work Days - Days worked in paid status.
- Fiscal Year - Term from July 1 through June 30.

IV. Types of Assignments

Temporary-in-vacancy (E-class:T2) - Any person who is employed as a substitute while the District is engaged in a procedure to hire an employee to fill the vacancy. Typically, an hourly person cannot fill the

vacancy for more than 90 calendar days. However, an extension up to an additional 90 days may be granted after consultation with the Associate Vice Chancellor, HR and the respective bargaining unit president.

- The assignment does not require board approval.
- The assignment must be based on a budgeted position.
- Must have a permanent recruitment staffing requisition in Cornerstone to tie to.
- The temporary employee filling the position must meet minimum qualifications specified on the regular classified job descriptions of the permanent position. The job descriptions can be found here - <http://hr.fhda.edu/class-comp/a-job-descriptions.html>
- A temporary-in-vacancy can be employed for no more than 90 calendar days; however, an extension may be granted with the appropriate approval as noted above.
- Pay rate: A Temporary-in-vacancy assuming all of the duties of the temporarily absent position, is paid at the designated classification level of the position at Step 1. If only a portion of the duties are being assumed, the pay rate is at the designated classification level of the position at 80% of Step 1.

Temporary Short-Term (E-class: T3) - Any person who is employed to perform a one-time or seasonal service which is not needed on a continuing basis. (A temporary employee in paid status for more than 124 work days or 1000 hours is subject to PERS contributions.)

- The assignment requires board approved before employment can start.
- A temporary-short term (T3) - employee are to assist with a special project. The assignment should be terminated upon completion of the special project.
- Pay rate: T3 Temporary Short-Term employees are paid from the Temporary Employee Salary Schedule only. Temporary Employee Salary Schedule can be found on the Temporary Employee's web page <http://hr.fhda.edu/top.html>.

Temporary Substitute (E-class: T4) - Any person employed to replace a classified employee who is temporarily absent from duty. (i.e. Working-out-of-class, staff development leave, leave of absence, medical leave).

- The assignment does not require board approval.
- The assignment must be a budgeted position.
- The temporary employee filling the position must meet minimum qualifications specified on the regular classified job classification of the permanent position. The job classifications can be found here - <http://hr.fhda.edu/class-comp/a-job-descriptions.html>.
- There must be an employee who is temporarily absent from the position - on paid or unpaid leave.
- A substitute can be employed for no more than 180 workdays. Therefore, if the permanent employee is absent for more than a fiscal year, and the substitute employee has reached their 180 workday maximum, the hiring supervisor or administrator may hire another substitute

employee to continue the assignment for the permanent employee who is still temporarily absent from duty.

- The substitute cannot exceed the period of absence of the permanent employee.
- Pay rate: A Temporary Substitute, assuming all the duties of the temporarily absent position, is paid at the designated classification level of the position at Step 1. If only a portion of the duties are being assumed, the pay rate is at the designated classification level of the position at 80% of Step 1.

Temporary Short-Term (E-class:T5) - Any person who is employed to perform a one-time or seasonal service which is not needed on a continuing basis. (A temporary employee in paid status for more than 124 work days or 1000 hours is subject to PERS contributions.)

- The assignment requires board approval before employment can start.
- Temporary intermittent employee (T5) cannot be employed for more than 45 work days per fiscal year (any time worked in a day is counted as one day). The district may employ another person to replace a short-term employee who has been terminated prior to reaching the 45 day limit, provided the total period of the service does not exceed 45 work days.
- Pay rate: T5 Temporary Short-Term employees are paid from the Temporary Employee Salary Schedule only. Temporary Employee Salary Schedule can be found on the Temporary Employee's web page - <http://hr.fhda.edu/top.html>.

Retirees (E-class:T6)

- Refers to any CalPERS retirees. (May work no more than 960 hours in a fiscal year).
- May require board approval based on the type of work the retiree is performing, e.g., substitutes do not require board approval, short-term employees require board approval.
- CalSTRS retirees are not allowed to work as temporary employees after retirement.
- Pay rate: Retirees are paid from the Temporary Employee Salary Schedule only. Temporary Employee Salary Schedule can be found on the Temporary Employee's web page <http://hr.fhda.edu/top.html>.

Temporary Short-Term (E-class: T7) - Any person who is employed to perform a one-time or seasonal service which is not needed on a continuing basis. (A temporary employee in paid status for more than 124 work days or 1000 hours is subject to PERS contributions.)

- The assignment requires board approval before employment can start.
- Seasonal work (T7) occurs at time intervals within a year and may repeat from year to year (maximum of three (3) weeks at the beginning and end of the quarter).
- Pay rate: T7 Temporary Short-Term employees are paid from the Temporary Employee Salary Schedule only. Temporary Employee Salary Schedule can be found on the Temporary Employee's web page <http://hr.fhda.edu/top.html>.

V. Hiring Department Responsibilities

- Each hiring supervisor or administrator must establish guidelines regarding employee conduct, performance standards/evaluations, procedures for collecting timecards, etc. as long as guidelines are reasonable and do not conflict with overall District policies. A hiring supervisor or administrator may dismiss a temporary employee at any time without cause.
- The hiring supervisor or administrator is responsible for communicating and enforcing department and District safety practices. General safety guidelines are included in the Temporary Employee onboarding packet.
- The hiring supervisor or administrator is responsible for keeping track of the hours and days the TEA worked due to reasons explained in III. Useful information above.