



## **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](#).

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.



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## II. Procedures for Filling a Temporary Employee Assignment

All temporary employee assignments must be initiated through an approved Cornerstone staffing requisition prior to the employee beginning work. An approved requisition authorizes the hire; timesheets and pay may not be processed without an approved requisition. Short-term assignments (T3 and T7) **require Governing Board approval prior to the start of employment**. Temporary-in-vacancy (T2) and substitute (T4) assignments require an approved requisition but do not require Board approval.

### 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 provided on the staffing requisition. Please note that short-term assignments (E-class T3 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).

### 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.
  - i. An application submitted online to the Temporary/Casual job category on the Employment/Careers website at <http://hr.fhda.edu/careers/>
  - ii. Online TEA New Hire Packet and completion of TB testing and Livescan (fingerprint).
  - iii. Paperwork intake and I-9 verification appointment with the HR Technician II, Classified Hourly/ Temporary personnel.
  - iv. State and Federal Income Tax Withholding Forms
    - 1. 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.

Requests to extend a temporary assignment must be submitted and approved prior to the expiration of the assignment. If you need to extend the assignment, you must submit a requisition email to Human Resources at [hr@fhda.edu](mailto:hr@fhda.edu) before the employee can continue



beyond the approved end date. Extensions of short-term assignments require Governing Board approval.

### III. Statutory and Administrative Requirements

Pursuant to Education Code section 88003, substitute and short-term employees must be employed and paid for less than seventy-five percent (75%) of a college year, defined as approximately 190 working days. If a temporary employee works seventy-five percent (75%) or more of a college year, the employee becomes part of the classified service, at minimum as a probationary classified employee.

CalPERS retirees may not exceed 960 hours of employment in a fiscal year pursuant to Government Code sections 21221(h) and 21224. CalSTRS retirees may not be employed in classified temporary assignments.

### IV. Types of Temporary Employee Assignments

**T2 – Temporary-in-Vacancy (Provisional Appointment):** Used while the District is actively recruiting to fill a vacant classified position. Appointments are limited to ninety (90) working days, with one possible extension of up to an additional ninety (90) working days, consistent with Education Code section 88009.

**T3 – Short-Term Special Project:** Used for one-time, non-recurring projects that are not needed on a continuing basis. Assignments must have a defined scope and end date and **require Governing Board approval prior to employment**. Special projects may span multiple fiscal years provided the employee does not work seventy-five percent (75%) or more of the college year in any given year.

**A single requisition and Board approval may cover a multi-year special project, provided the project scope and end date are clearly defined.** Departments are responsible for monitoring workdays to ensure the employee does not exceed seventy-five percent (75%) of the college year in any given year.

Example: system implementation, grant setup

**T4 – Substitute:** Used to replace a classified employee who is temporarily absent from duty. **Assignments are limited to the duration of the incumbent employee's absence and must remain below the seventy-five percent (75%) threshold of the college year.** If an incumbent's absence continues and a substitute approaches the seventy-five percent (75%) threshold, the **assignment must be discontinued**. Another substitute may be employed to continue coverage. All assignments require a start and end date.

**T6 – Retirees:** Refers to CalPERS retirees employed in temporary assignments. Retiree employment must comply with applicable retirement statutes, including the 960-hour limitation per fiscal year, as described in Section III. CalSTRS retirees may not be employed in classified temporary assignments.



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Board approval requirements depend on the nature of the assignment (e.g., substitutes do not require Board approval; short-term assignments require Board approval). Compensation is governed by the Temporary Employee Salary Schedule.

**T7 – Short-Term Seasonal**: Used for seasonal work that occurs during defined periods within a college year and is not needed year-round. Seasonal assignments may recur in successive years for the same type of work, provided the assignment remains seasonal in nature and complies with the seventy-five percent (75%) rule. Board approval is required prior to employment. **Each seasonal period constitutes a separate short-term assignment and requires an approved requisition and Governing Board approval prior to the start of work for that season.**

Example: athletic season assistants, enrollment surge support

#### **V. Hiring Department Responsibilities**

Hiring supervisors and administrators are responsible for monitoring temporary employee workdays to ensure compliance with statutory limits, enforcing District safety and conduct standards, ensuring accurate time reporting, and submitting timesheets in a timely manner.