

IMPERIAL COMMUNITY COLLEGE DISTRICT
 380 Aten Road
 Imperial, CA 92251
 (760) 355-6212

PART TIME FACULTY - TEMPORARY EMPLOYMENT AGREEMENT

- Instructions:**
1. Complete all information AND obtain required signatures
 2. Return to Human Resources (HR)
 3. Candidate may not work until clearance is received from HR
 4. Employment is temporary with no re-employment rights
 5. A Statement of Qualifications is required with this form for Part-Time Faculty.

Check one:

Professional Expert: **see Conditions of Employment below**

Part-Time Faculty not to exceed 67% load in fall or spring semester: **(MUST include the attached Statement of Qualifications)**

NEW HIRE INFORMATION

Last Name:		First Name:		MI:
Employee G# and/or Last 4 of SSN :			Phone Number:	
Does the position require driving a district vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Position/Title:			Department:	
Assignment/Scope of Work:				
Range/Step:	Hourly Rate:	<input type="checkbox"/> Instructional <input type="checkbox"/> Non-Instructional		
Starting Date:			Ending Date:	
Work Days: <input checked="" type="checkbox"/> Monday – Friday <u>or</u> <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Th <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
Shift START Time: _____ <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM			Shift END Time: _____ <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	
Number of Hours per Day:			Total Hours:	
Amount Budgeted for Position/Total Salary:				
Budget Account (if split, include percentage):				

Candidate Signature _____		Date _____	
Approvals: Originator:	Date	Associate Vice President Human Resources:	Date
Administrator/Manager:	Date	Board Approval:	Date
VP of Administrative Services:	Date	OFFICE USE ONLY	Date
		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

CONDITIONS OF EMPLOYMENT AS A TEMPORARY EMPLOYEE:

- a. Professional Experts are not permitted to sell books, tapes, services, or otherwise promote their own business without prior approval.
- b. Full payment of this agreement is contingent upon completion of total hours stated above. In the event of partial completion, compensation will be pro rated. ICCD may cancel this agreement at any time, with or without cause. Payment will not be made if program is canceled.
- c. Professional expert and student employment shall not be used to supplant or replace classified work.
- d. Professional experts are classified as non-certificated temporary employees.
- e. Gross earnings will be subject to mandatory federal and state deductions.
- f. Student Employees must meet and maintain the enrollment eligibility requirements.
- g. Professional Experts, Temporary Hourly Workers, and Student Employees are not considered part of the classified service.

IMPERIAL COMMUNITY COLLEGE DISTRICT

Print Form

STATEMENT OF PART-TIME FACULTY QUALIFICATIONS AND AUTHORIZATION TO BEGIN HIRING PROCEDURE

Name: []

Address: [] Telephone []

Discipline/Faculty Service Area(s): []

Part A - Applicant meets Minimum Qualifications (Check Area 1 or 2)

Area 1 Vocational

Area 2 Academic

AA/AS Degree & 6 Years Experience

MA/MS Major: []

OR

BA/BS Degree & 2 Years Experience

BA/BS Major: []

Part B - Applicant Meets Equivalency

Dean/Director Signature: [] Dept: [] Date: []

APPROVED FOR HIRE

NOT APPROVED FOR HIRE

Comments: []

VP of Academic Services or Student Services: _____ Date: _____

Human Resources: _____ Date: _____