IMPERIAL COMMUNITY COLLEGE DISTRICT

380 Aten Road Imperial, CA 92251 (760) 355-6212

TEMPORARY EMPLOYEE AGREEMENT

iiisti uctioni		Complete all information Alvi Candidate may not work unti	, -			to Huma	an Resourc	es (HK)			
		Employment is temporary wi									
		A statement of Qualifications			r Part	:-Time Fa	culty.				
Status:		New Hire	Re-hire (wi	thin	n last	t 12 moi	nths)				
Check One:		Student Employment (ST)						ork Study	☐ Work Stu	ıdy to Stude	ent Employment
Student Employee to Professional Expert											
		Professional Expert to Stud									
		Professional Expert: see Co Part-Time Faculty not to ex				u ict incl	ıda tha att	achad Cta	tomont of Our	lifications	
	ŏ	Substitute [current vacant							tement of Quu	iijicutionsj	
	_	Previous incumb	ent:								
 Short Term Project with end and beginning date not to exceed 175 working days, including holidays Substitute for current classified employee not to exceed 175 working days, including holidays 											
			(current employee)	eea	11/5	working (days, includ	ing nollaa	iys		
		Substitute pool for		_fisc	cal ye	ar (as ne	eded)				
New Hire Inform	natio	1									
Last Name:					First Name: M				MI:		
Employee G#	t and	or Last 4 of SSN: G# require	ed for Student Employee				Phone I	Number:			
B Il		to determine dealers	.1	- 1/ -							
Does the pos	ition	require driving a district v	renicie?] Ye	S	_ I	NO				
Position/Title	e:				Department:						
Assignment/	Scop	e of Work:									
Range:			Hourly Rate:				☐ Instru	ıctional	☐ Non-Inst	ructional	
i i i i i i i i i i i i i i i i i i i			Troutly Nate.						_ 11011 11130	. decional	
Anticipated S	Starti	ng Date:			End	ing Date	::				
Mari De e		□ Marrila Feli			- .		7.3471				
Work Days:		☐ Monday - Friday	<u>or</u> □ Mon	Ш	Tues	5 L] Wed	□Th	□ Fri	□Sat	☐ Sun
Shift START T	īme:	□AN	1 □ PM		Shif	t END Ti	me:		□ AM	□PM	
									•		
Number of Hours per Day/Week:					Total Hours:						
Amount Bud	gotor	I for Position/Total Salary:									
Amount buu	getet	i idi Positidii/ idtai salaiy.	•								
Budget Acco	unt (i	f split, include percentage	·):						ORG (Work S	tudy TEA's	only)
Candidate Signa	ture			Da	ate						
Approvals: 2.	Origir	ator:	Date	9	5.	Administ	rative Serv	ices Desigi	nee:		Date
3 . [HR	Acknowledgement		(6. (Chief Hum	nan Resour	ces Office	r:		Date
4.	Admi	nistrator:	Date	е							

- Professional Experts are not permitted to sell books, tapes, services, or otherwise promote their own business without prior approval. a.
- 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.

CONDITIONS OF EMPLOYMENT AS A TEMPORARY EMPLOYEE:

HR

- Professional expert and student employment shall not be used to supplant or replace classified work. c.
- Professional experts are classified as non-certificated temporary employees.
- Gross earnings will be subject to mandatory federal and state deductions. e.

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- f. Student Employees must meet and maintain the enrollment eligibility requirements.
- Professional Experts, Temporary Hourly Workers, and Student Employees are not considered part of the classified service. g.
- All new Professional Expert and Classified hires must complete applications; cannot begin onboarding.

2/2025

Temporary Employment Agreement Form Directions

Glossary of Terms

A. Position Classification Terms

New Hire	Have not been previously employed by IVC within the last 12 months.
Re-hire	Individual has been employed within the last 12 months.
Student Employee	Non-Work Study student paid through departmental budget.
Work Study Student Employee	Student awarded work study paid through their financial aid budget.
Professional Expert	Recreation assistants, interpreters, embedded tutors, community
	service/not-for-credit instructor, community/contract education-not for
	credit, technical expert.

B. Routing Terms

1. Originator	Employee creating form and routing for signatures.
2. Candidate Signature	Person to be hired.
3. HR Acknowledgement	HR will acknowledge correct information will return form to Originator if inaccurate. Route to appropriate Analyst/Specialist.
	Classified/Temporary/Professional Expert: Gloria Arrington
	Part-Time Faculty: Sheila Dorsey-Freeman
	Student Employee: Athena Chavez
4. Administrator	Department Administrator
5. Administrative Services	
Designee	Stacey Browning, Director of Fiscal Services
6. Chief Human	
Resources Officer	Johanna Fisher

C. Other Terms/Definitions

	PT Faculty who gives direct instruction to students. i.e. faculty and/or
Instructional:	tutors.
	Tasks or roles that support the educational environment, but do not involve direct teaching.
Non-Instructional:	
ORG	Add organizational number for work study students ONLY.

- > Student Employment is semester based and is termed each semester. A TEA form is required each semester to process students.
- > TEA forms for temporary employment dates cannot cross fiscal years.

IMPERIAL COMMUNITY COLLEGE DISTRICT

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

Name:			
Address:		Telephone	
Discipline	/Faculty Service Area(s):		
Part <i>i</i>	A – Applicant meets Minimum Qual	ifications (Check Area 1 or 2)	
	Area 1 Vocational	Area 2 Aca	ademic
	AA/AS Degree & 6 Years Experience	MA/MS Major:	
	OR		
	BA/BS Degree & 2 Years Experience	BA/BS Major:	
Part E	3 – Applicant Meets Equivalency		
Dean/Direc Signature:	tor	pt:	Date:
_ APPRO	OVED FOR HIRE		
	APPROVED FOR HIRE		
Comments:			
VP of Acad	emic Services or Student Services:		Date:
Human Res	ources:	Date:	