

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

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

- 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 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: _____