



ANTELOPE VALLEY COLLEGE
Office of Human Resources and Employee Relations

Please advertise to increase District pool

Short-Term and Substitute Temporary Employment Request
(Non-academic, Non-continuing Assignment - Refer to AP 7236)

Please Print or Type

Division/Department: _____

Supervisor: _____

Position Title: _____ Rate of Pay: _____/Hour

Acct Funding (P/S-HRS 30-digit code): _____

FOAP Acct Code: _____

Reason for Request:

- Substitute for Absent Classified Employee on medical or other temporary leave
Substitute to fill a vacancy - open recruitment (60 days max. Attach a copy of the job announcement)

Substitute for: Provide Name & Position

- Other: Fluctuation in work load Special project

Brief description of duties to be performed: _____

Name of Prospective Employee: _____

FOR HUMAN RESOURCES USE ONLY: Reviewed by HR Rep:
Drawn from Short-Term/Substitute Pool Meets minimum qualifications

Term of Employment:

Beginning date: Ending date:
Anticipated # hrs per week: Total number of hours*:
Total number of days**: NOTE: Cannot exceed 25 hrs per week or 100 hrs per month (ACA)

Important Notices:

- Short-term and substitute employees who exceed 999 hours worked in a fiscal year are required to be enrolled in the Public Employees' Retirement System.
Days are counted regardless of number of hours worked per day.

Supervisor's Signature Date Estimated Budget Impact: \$
(Hrly Rate x Total Hrs projected)

Approval Signatures

Dean, Director, or VP (over area, if applicable) Date
Business Services (Budget Approval) Date
Vice President/Director, Human Resources Date
Superintendent/President Date

FOR H.R. USE ONLY:
Live Scan TB clearance
Authorized to begin work effective: Date
Signature (H/R Rep.)