



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

REQUEST FOR EXTENSION OF SHORT-TERM/SUBSTITUTE (NON-ACADEMIC) NON-CONTINUING ASSIGNMENT

Today's Date: _____

TO: Vice President of Human Resources

This is a request to extend the following short-term/substitute temporary employee:

Division/Department: _____

Supervisor: _____

Name of Employee: _____

Title: _____ Rate of Pay: \$ _____

Total Cost Estimate: _____

_____ Beyond the initial 100 day limit for an additional _____ days.

_____ Beyond the initial ending date previously approved by the Board. From _____ to _____

Brief justification: _____

Important Notices:

- (1) Short-term and substitute employees who exceed 999 hours worked in a fiscal year (July 1 – June 30) are required to be enrolled in the Public Employees' Retirement System.
(2) Days are counted regardless of number of hours worked per day.

FOR HUMAN RESOURCES USE ONLY:

Extension of Assignment is in compliance with Education Code Section 88003

Reviewed by HR Director or HR Technician: _____

Supervisor's Signature _____

Date _____

Approval Signatures

Vice President or Executive Director _____

Date _____

Executive Director, Business Services _____

Date _____

Vice President/Director, Human Resources _____

Date _____

Superintendent/President _____

Date _____