

TEMPORARY EMPLOYEE AGREEMENT

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

Status New Hire Rehire (within last 12 months)

Check One Student Employment (ST) Work Study (WS) Student Employment to Work Study Work Study to Student E

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1. Approvals:
- 2.
 3.
 - 4.
 - 5.
 - 6.
 7.

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.
Rehire	Individual has been employed within the last 12 months.
Student Employee	Non-Work Studystudent 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/notfor-credit instructor, community/contract educationnot 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	

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 or2)

Area 1 Vocational

AA/AS Degree & 6 Years Experience

OR

BA/BS Degree & 2 Years Experience

Area 2 Academic

MA/MS Major:

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: _____