

VICTOR VALLEY COMMUNITY COLLEGE  
**SHORT-TERM PERSONNEL ACTION FORM**

This is not a contract and may not be used as such by either the temporary employee or the District. **A NEW EMPLOYEE TO THE DISTRICT MUST COME TO HUMAN RESOURCES TO COMPLETE ALL REQUIRED DOCUMENTS. ALL EMPLOYEES ARE NOT PERMITTED TO WORK UNTIL FINAL AUTHORIZATION FROM HUMAN RESOURCES HAS BEEN RECEIVED BY SUPERVISOR.**

**THIS SECTION TO BE READ AND COMPLETED BY PROSPECTIVE EMPLOYEE:** (Please Print)

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ SOCIAL SECURITY #: XXXX-XX-\_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOME PH #: \_\_\_\_\_

- Are you related to a current employee of the District? NO  YES  Name of employee: \_\_\_\_\_ Dept: \_\_\_\_\_
- Are you a retiree of STRS \_\_\_\_\_ or PERS \_\_\_\_\_ or Neither \_\_\_\_\_; or PERS member working in another district? No \_\_\_\_\_ Yes, where \_\_\_\_\_
- Are you a new employee of VVC? YES \_\_\_\_\_ NO \_\_\_\_\_ Working in some other capacity? YES \_\_\_\_\_ Dept? \_\_\_\_\_ Position? \_\_\_\_\_
- If not currently working, did you ever work for VVC? NO \_\_\_\_\_ YES \_\_\_\_\_ If yes, what year(s)? \_\_\_\_\_ What position? \_\_\_\_\_

This temporary assignment will not lead to permanent employment with the Victor Valley Community College District. This is not a commitment or guarantee of employment through any specific dates nor a guarantee of hours. You may be released early from this project. You are limited to 150 days in the fiscal year including all short-term employment and must notify all supervisors of additional projects in other departments.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**I understand I cannot begin work nor be paid until my supervisor has received an authorized START DATE from Human Resources.**

**THIS SECTION TO BE COMPLETED BY THE REQUESTOR/SUPERVISOR/BUDGET:**

**SHORT-TERM subject to EC88003- All short-term employment INCLUDING DAYS IN ALL DEPARTMENTS MAY NOT EXCEED 150 DAYS in a fiscal year.** Specific projects must have a designated ending date and description of duties, which may not be continuous in nature.  
 (Authorized Start Date may be later than requested and all dates must be within same fiscal year) DEPARTMENT: \_\_\_\_\_

**REQUESTED PROJECT DATES**

**DESCRIBE PROJECTS/DUTIES**

|   |  |
|---|--|
| - |  |
| - |  |
| - |  |
| - |  |

*(May not exceed 150 days incl. all depts.)*

AVERAGE # DAYS PER MONTH: \_\_\_\_\_ # OF MONTHS: \_\_\_\_\_ EST. # HRS NEEDED \_\_\_\_\_ MAXIMUM # OF DAYS \_\_\_\_\_

- |                                |                                 |  |
|--------------------------------|---------------------------------|--|
| ___ ASST. COACH (_____)        | ___ EVENTS WORKER               | ___ PAC HOUSE MANAGER                              |
| ___ BASIC SKILLS AID           | ___ INTERPRETER (SIGN LANGUAGE) | ___ PAC HOUSE WORKER                               |
| ___ BOOKSTORE CASHIER          | ___ LIFE DRAWING MODEL          | ___ VAN DRIVER                                     |
| ___ BOOKSTORE STOCKER          | ___ OFFICE WORKER               | ___ SUMMER PROGRAM ASSISTANT<br>(FEDERALLY FUNDED) |
| ___ COMMUNITY SERVICE-FEE BASE | ___ OPERATIONS WORKER           | ___ OTHER _____ (BOARD APP. ONLY)                  |

ESTIMATE FUNDS NEEDED \$ \_\_\_\_\_ BUDGET # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Program Sub-program

1) REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ 2) DEAN/DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

The employee may **NOT** begin work until Personnel Action Form has been fully processed and **START DATE** has been authorized by Human Resources.  
**NEW EMPLOYEES TO THE DISTRICT MUST COMPLETE ALL REQUIRED EMPLOYEE DOCUMENTS IN HUMAN RESOURCES.**

3) V-P: \_\_\_\_\_ DATE: \_\_\_\_\_ 4) FISCAL SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYROLL USE:**

PAF RECEIVED IN PAYROLL: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NUMBER OF TIME SHEET PRINTED: \_\_\_\_\_ DATE \_\_\_\_\_ RATE: \$ \_\_\_\_\_

HR APPROVAL DATE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ HUMAN RESOURCES  
 AUTHORIZED START DATE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DISTRIBUTION AFTER PROCESSING: H/R REQUESTOR PAYROLL DEAN, DIRECTOR or