

**CHECKLIST FOR HIRING AND ASSIGNING WORKERS  
OTHER THAN ACADEMIC AND CLASSIFIED WORKERS**

**[Short-Term Worker Condensed Version]**

If a prospective worker (i.e., exception to Education Code section 88003) is to be hired, subject to approval by the Board, copies of this checklist must immediately be provided to Human Resources to determine if the hire is consistent with the law. Education Code Section 88003. Human Resources will provide to CSEA a copy of each and any checklist for the hiring of those individuals it intends to submit to the Board for approval. CSEA must return these checklists with its responses within seven (7) days of receipt of the checklist from Human Resources.

If the prospective worker is hired for one position and then subsequently moved to another, or if an employee is moved to subsequent position(s) immediately after the initial assignment ends, (e.g., a substitute who fills different classified vacancies on different days) a new checklist for each simultaneous or subsequent assignment must be prepared and forwarded to Human Resources. In sum, **a checklist must be prepared for each assignment/hiring.** The supervisor, Human Resources, and CSEA representative must sign the form as indicated at the end of this checklist.

Prospective Worker's Name: \_\_\_\_\_

**All** workers must be employed within the classified service unless they fall within one of five statutory exceptions. The largest exception is for academic employees, who are not subject to this checklist. Please circle the letter in front of the other exception that you believe applies to this prospective worker. Then read the corresponding section of the checklist and provide the requested information. [This version of the checklist presumes it applies to the short-term worker. Please circle B to confirm.]

- A. Student worker
- B. Short-term worker
- C. Substitute
- D. Professional expert

**To Supervisor, Human Resources, and CSEA representative: Upon completing the pertinent section of the checklist, proceed to page 3 of this checklist and sign and date the checklist.**

**B. SHORT-TERM WORKERS**

**1. Total Days of Employment**

Pursuant to District policy, short-term workers cannot be employed for more than 150 total days per fiscal year, regardless of the number of positions in which employed. Payroll and Human Resources are required to monitor this limitation.

Please list any prior employment of this prospective worker by the District in this fiscal year.

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**2. The Nature of the Services Performed**

Short-term workers cannot be employed to perform services for which the District has a continuing need or which are similar to services for which the District has a continuing need. For example, since the District has a continuing need for custodial services, short-term custodians cannot be hired. Accordingly, the Education Code requires a description of the service to be performed by a short-term worker, as follows:

a) Designated title: \_\_\_\_\_

b) Regular minimum number of assigned hours per day: \_\_\_\_\_

c) Regular minimum number of assigned days per week: \_\_\_\_\_

d) Regular minimum number of assigned months per fiscal year  
(taking into account the 150-day limit in paragraph B-1): \_\_\_\_\_

e) A specific statement of the services required to be performed:  
\_\_\_\_\_  
\_\_\_\_\_

f) The regular monthly salary range for the prospective worker: \_\_\_\_\_

g) The ending date of the service: \_\_\_\_\_

Please note that the ending date requested here is not necessarily the ending date of this prospective worker's employment. Here, it is the date the District estimates as the end of the temporary need to have this service or similar services performed by anyone.

TO SUPERVISOR, HUMAN RESOURCES, AND CSEA REPRESENTATIVE: PLEASE CONFIRM THE COMPLETION, FORWARDING AND RECEIPT OF CHECKLIST AS INDICATED

To be Completed by Supervisor:

Name of Prospective Worker: \_\_\_\_\_

Signature of Supervisor who Completed Checklist: \_\_\_\_\_

Date Forwarded Checklist to Human Resources: \_\_\_\_\_

To Be Completed by Human Resources ("HR"): Note: HR must forward checklists approved by HR to CSEA before requesting Board to approve prospective worker.

Date Received Checklist from Supervisor: \_\_\_\_\_

HR Representative Signature and Date Forwarded to CSEA Representative:  
\_\_\_\_\_

Name of CSEA Representative to Whom Forwarded: \_\_\_\_\_

Date to be Returned to HR by CSEA: \_\_\_\_\_

To Be Completed by CSEA Representative:

CSEA must review and return its approval or objections to each checklist within seven (7) days of receiving the checklist from HR, and if CSEA fails to return the checklist within seven (7) days, it will be assumed CSEA approved the checklist.

Date CSEA Received Checklist from HR: \_\_\_\_\_

Date to be Returned to HR by CSEA: \_\_\_\_\_

CSEA Approves the Hiring Checklist:

Yes. Sign and Date below.  No. State Objections below.

CSEA Objections to Hiring or Assigning of Employee:  
\_\_\_\_\_  
\_\_\_\_\_

CSEA Representative Signature and Date: \_\_\_\_\_

Date CSEA Returned Checklist Approvals/Objections to HR: \_\_\_\_\_

To Be Completed by Human Resources:

District's Response to CSEA Objections:  
\_\_\_\_\_

District Representative Signature and Date: \_\_\_\_\_