**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

# NANCE Short-Term Position Board Request

Do not use this form to hire a substitute, full-time student, or any work-study or work experience student, or to extend or continue a previous short-term assignment.

This is a request for an exemption to hiring a classified employee for a maximum of 175 work days (NOT including holidays) in a school year for work that is temporary in nature, and is not a continuing need (Short-Term Employee), or when services are of such an urgent, temporary, or occasional nature that the District's regular hiring process would impact the requesting department's operation (Personal Services Contract).

| **Position Information** |
| --- |
| Effective date: _____    Job End Date: _____  or ☐ end of fiscal year<br><br>Board Date for Short-Term Position: _____ |

| **Type of Service** |
| --- |
| ☐ **Short-Term Board Position**              OR              ☐ **Personal Services Contract** (Accompanist, Interpreter, Lifeguard, Model, Tutor, Senior Tutor, Advanced Tutor) |

| **Work Location** |
| --- |
| Department: _____    Location: _____    Reports To Position#: _____ |

| **Job Information** |
| --- |
| Business Unit: _____    Job Title: _____    Job Code: _____<br><br>Number of position requests (Duties must be identical to request multiple positions): _____<br><br>Briefly describe the services to be provided and how they are temporary: |

| Indicate if this work is temporary in nature and not a continuing need (Short-Term Position):<br><br>Check all that apply<br>____ Temporary<br><br>____ Not a continuing need | Indicate if this work is of such an urgent, temporary or occasional nature (Personal Services Contract):<br><br>Check all that apply<br>____ Urgent<br><br>____ Temporary<br><br>____ Occasional nature |
| --- | --- |

| **Authorizing Signatures:** |
| --- |
| I have reviewed this request and certify it is compliant.  I understand employment may not begin until notified by Human Resources that the position has been approved.<br><br>Hiring Manager/Supervisor: _____<br><br>Vice President-Admin / Vice Chancellor: _____ |

| **Human Resources Use:** |
| --- |
| Employment Supervisor: _____         ☐ Recommend         ☐ Deny |