

SAN DIEGO CITY COLLEGE

NANCE Short-Term Position Board Request Form

This form is used to request and hire a Short-Term, Non-Academic Non-Classified Employee (NANCE). It is **not required for student employees, Personal Services Contract and Professional Experts**, and must be submitted and approved **prior to a NANCE assignment start date**.

Workflow Process

- Prior to submitting a NANCE PAS for a Short-Term Board position, hiring department must submit a completed [NANCE Short-Term Position Board Request](#) form to their assigned Business Services Technician by the Business Services deadline.
- After reviewing the submitted document, Business Services Technician routes the form to VPA for review and signature.
- Following VPA signature approval, the form is submitted to District HR for board approval processing and the hiring department is notified that the document has been forwarded.

Important Note

- It is recommended to request ample board positions, regardless of whether the NANCE is a student. If a NANCE drops a class and is no longer classified as a student, they will be assigned a Short-Term NANCE position if available.
 - A Short-Term NANCE position must be available in your department; otherwise, the NANCE assignment will end until a position is submitted and approved by the board.

The NANCE Short-Term Position Board Request form must include the following information. Incomplete requests may be denied.

- Effective Date. Refer to the submission deadline schedule to determine the effective date. Start date should be the date after the board meeting.
- Job End Date
- Board Date
- Department Code, not the name of the department
- Location (CIT)
- Reports to Position #, not the Manager/Supervisor employee ID #

- Business Unit (CIT01)
- Job Title. Does not include Personal Services Contract positions, such as Accompanist, Interpreter, Lifeguard, Model, Tutor, Senior Tutor and Advanced Tutor.
- Job Code. Refer to the [NANCE Salary Schedule](#) to obtain a list of job codes.
- Number of Position Requests
- Description of the services to be provided and how the work is temporary in nature and not a continuing need. Please include the job duties to be performed and include the language “temporary” and “not a continuing need” in your description.
- Hiring Manager/Supervisor Signature

Reminder: Check both boxes for Short-Term position

Indicate if this work is temporary in nature and not a continuing need (Short-Term Position):	
Check all for Short-Term	
<input checked="" type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Not a continuing need