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

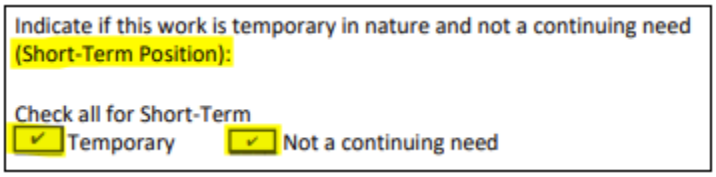
1. Prior to submitting a NANCE PAS for a Short-Term Board position, the hiring department must submit a completed NANCE Short-Term Position Board Request form to their assigned Business Services Technician by the Business Services deadline.
2. After reviewing the submitted document, the Business Services Technician confirms the form is complete and acceptable for processing, then routes it to the Vice President of Administrative Services (VPA) for signature approval.
3. 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 Short-Term 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 Board position if available.

- A Short-Term 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**: Enter the effective date based on the Board submission deadline schedule. The effective date should generally be the day after the Board meeting or any date thereafter. Requests submitted prior to the start of a new fiscal year may use July 1 as the effective date, provided the request is submitted in accordance with the Board submission deadline schedule.
- **Job End Date**: Enter a job end date or select the end of fiscal year checkbox.
- **Board Date for Short-Term Position**: Enter the Board meeting date based on the Board submission deadline schedule.

- **Short-Term Board Position:** Select the Short-Term Board Position checkbox.
- **Department Code**: Enter the 5-digit department code. Do not enter the department name.
- **Location**: Select CIT from the drop-down menu.
- **Reports to Position #**: Enter the supervisor/manager position number. Must be 6 or 8 digits. Do not enter the employee ID.
- **Business Unit**: Select CIT01 from the drop-down menu.
- **Job Title**: Enter the job title. The title must match the classification title listed on the NANCE Salary Schedule. Short-Term Board positions do not apply to Personal Services Contract positions, such as Accompanist, Interpreter, Lifeguard, Model, Tutor, Senior Tutor and Advanced Tutor.
- **Job Code**: Enter the appropriate job code for the position. Refer to the NANCE Salary Schedule to obtain a list of job codes.
- **Number of Position Requests (Duties must be identical to request multiple positions)**: Enter the number of position requests.
- **Services Provided**: Enter a description of the services to be provided, including the job duties. Clearly indicate how the work is temporary in nature and not a continuing need. Include the language "temporary" and "not a continuing need" in your description.
- **Check all for Short-Term:** Select both the Temporary and Not a Continuing Need checkboxes.
- **Hiring Manager/Supervisor Signature**: Obtain the signature of the Reports To supervisor/manager.

Reminder: Check both boxes for Short-Term position