



BARSTOW COMMUNITY COLLEGE DISTRICT

2700 Barstow Road
Barstow, CA 92311
(760) 252-2411

TEMPORARY EMPLOYMENT AGREEMENT

Instructions:

- 1. Complete all information AND obtain required signatures
2. Return to Human Resources (HR)
3. Candidate may not work until clearance is received from HR
4. Employment is temporary with no re-employment rights and is not covered under classified or faculty collective bargaining agreements.
5. A middle initial is mandatory for identification of candidate.

Check one:

- Substitute [current vacant classified position; limited to sixty (60) calendar days]
Previous incumbent:
Short Term Project with end and beginning date not to exceed 175 working days, including holidays
Substitute for current classified employee not to exceed 175 working days, including holidays
Substituting for (current employee)
Substitute pool for fiscal year (as needed)
Professional Expert: see Conditions of Employment below

New Hire Information

Form with fields for Last Name, First Name, MI, Employee ID and/or DOB, Phone Number, Driving requirements, Position/Title/Assignment, Department, Job Description, Range/Step, Hourly Rate, Type of Service, Starting Date, Ending Date, Work Days, Shift START Time, Shift END Time, Number of Hours per Day, Total Hours, Amount Budgeted, Budget Account.

Signature and Date lines for Candidate, Supervisor, Educational Administrator/Manager, VP of Administrative Services, and VP of Human Resources. Includes OFFICE USE ONLY section with Approved/Denied checkboxes.

CONDITIONS OF EMPLOYMENT AS A PROFESSIONAL EXPERT:

- a. Barstow Community College District (BCCD) reserves the right to monitor or visit any presentation for the purpose of assessing the quality of the event and professional expert.
b. Professional Experts are not permitted to sell books, tapes, services, or otherwise promote their own business without prior approval.
c. Full payment of this agreement is contingent upon completion of total hours stated above. In the event of partial completion, compensation will be pro rata. BCCD may cancel this agreement at any time because of enrollment, budgetary, or facility availability considerations. Payment will not be made if program is cancelled.
d. Only expenses pre-approved by BCCD directly related to the event will be reimbursed.
e. Gross earnings will be subject to mandatory federal and state deductions.
g. As a Professional Expert, you are subject to the following mandated deductions: 1) Federal Withholding, 2) State Withholding, 3) Medicare, 4) Defined Benefit Plan