



Office of Human Resources & Employee Relations

REQUEST FOR EXTENSION OF SHORT-TERM / SUBSTITUTE
(Non-academic) Non-continuing Assignment
HR-5

Date: \_\_\_\_\_

TO VICE PRESIDENT OF HUMAN RESOURCES

ALL FIELDS MUST BE COMPLETED - PRINTED OR TYPED

Name of Employee: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_/Hour

Supervisor: \_\_\_\_\_

Reason for Request: Extend Employment to (Date): \_\_\_\_\_

Substitute: Exceeded 60 Calendar Days Maximum = mandatory reduction in hours to a maximum of 25 hrs/week.

Beyond the initial 60 calendar days maximum for an additional \_\_\_\_\_ days @ 25 hrs/week max.

Short-Term: 100 days or 999 hrs maximum per fiscal year.

Beyond the initial 100 day limit for an additional \_\_\_\_\_ days.

Anticipated # Hrs per week: \_\_\_\_\_ x Total number of weeks: \_\_\_\_\_ = Total Hrs Projected: \_\_\_\_\_

Brief Justification: \_\_\_\_\_

Total Cost Estimate: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_
Total Hrs Projected Rate of Pay Total Cost

FOAP: \_\_\_\_\_

Estimated Budget Impact: \_\_\_\_\_
(Total Cost)

IMPORTANT NOTICES:

- Substitutes may work a maximum of 60 calendar days/2 months @ 40hrs/week. Beyond this there will be a mandatory reduction in hours to a maximum of 25 hrs/week.
Short-term employees cannot exceed 999 hrs or 100 days worked in a fiscal year or they will be required to be enrolled in the Public Employees Retirement System.
Days are counted regardless of number of hours worked per day.

Requesting Dean or Director: \_\_\_\_\_

Date: \_\_\_\_\_

Print

Signature (Route to Applicable Executive Council Member)

Applicable Executive Council Member Print

Applicable Executive Council Member Signature Date

[ ] Denied (Return to Requester)

[ ] Approved (Route to Business Serv)

Executive Director, Business Services Signature Date

[ ] Denied (Return to Requester)

[ ] Approved (Route to Human Resources)

\*\*\* ABOVE SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO HUMAN RESOURCES \*\*\*

FOR HR USE ONLY - Please do not complete this area.

[ ] Extension of Assignment is in compliance with Education Code Section 88003

Human Resources Representative Signature \_\_\_\_\_ Date \_\_\_\_\_