

VICTOR VALLEY COMMUNITY COLLEGE
SUBSTITUTE PERSONNEL ACTION FORM

This is not a contract and may not be used as such by either the substitute or the District. Prospective employee is not permitted to work prior to budget encumbrance and full clearance from Human Resources. **A NEW EMPLOYEE TO THE DISTRICT MUST COME TO HUMAN RESOURCES TO COMPLETE ALL REQUIRED DOCUMENTS. ALL EMPLOYEES ARE NOT PERMITTED TO WORK UNTIL FINAL AUTHORIZATION FROM HUMAN RESOURCES HAS BEEN RECEIVED BY SUPERVISOR.**

THIS SECTION TO BE READ AND COMPLETED BY PROSPECTIVE SUBSTITUTE: (Please Print)

NAME: _____ BIRTHDATE: _____ SOCIAL SECURITY #: XXXX-XX-_____

ADDRESS: _____ CITY: _____ ZIP: _____ HOME PH #: _____

- Are you related to a current employee of the District? NO ☐ YES ☐ Name of employee: _____ Dept: _____
- Are you a retiree of STRS _____ or PERS _____ or Neither _____; or PERS member working in another district? No _____ Yes, where _____
- Are you a new employee of VVC? YES _____ NO _____ Working in some other capacity? YES _____ Dept? _____ Position? _____
- If not currently working, did you ever work for VVC? NO _____ YES _____ If yes, what year(s)? _____ What position? _____

This temporary assignment will not lead to permanent employment with the Victor Valley Community College District. This is not a commitment or guarantee of employment through any specific dates nor a guarantee of hours. You may be released early from this project. You are limited to 150 days in the fiscal year and must notify all supervisors of additional projects in other departments.

EMPLOYEE SIGNATURE: _____ DATE: _____

I understand I cannot begin work nor be paid until my supervisor has received an authorized START DATE from Human Resources.

THIS SECTION TO BE COMPLETED BY THE REQUESTOR/SUPERVISOR/BUDGET:

SHORT-TERM subject to EC88003- All short-term employment INCLUDING DAYS IN ALL DEPARTMENTS MAY NOT EXCEED 150 DAYS in a fiscal year. SUBSTITUTES MAY NOT EXCEED 60 CALENDAR DAYS FOR A CLASSIFIED VACANCY IN RECRUITMENT STATUS AND A MAXIMUM OF 150 DAYS FOR AN ABSENT CLASSIFIED EMPLOYEE.

POSITION: _____ **DEPARTMENT:** _____

SUBSTITUTE FOR:

- ☐ THIS POSITION IN RECRUITMENT STATUS, AUTHORIZED BY SUPERINTENDENT/PRESIDENT
- OR ☐ ON-CALL ONLY FOR ANY ABSENT CLASSIFIED EMPLOYEE IN THIS POSITION
- OR ☐ A CLASSIFIED EMPLOYEE ON AN EXTENDED ABSENCE (NAME: _____)
- OR ☐ PERFORMING DUTIES FOR AN EMPLOYEE WORKING OUT OF CLASS

REQUESTED SUBSTITUTE EMPLOYMENT DATES: _____ -- _____

(Authorized Start Date may be later than requested) DO NOT GO PAST JUNE 30

ESTIMATE FUNDS NEEDED \$ _____ BUDGET # _____ - _____ - _____ - _____ - _____ - _____
Program Sub-program

1) **REQUESTED BY:** _____ **DATE:** _____

The employee may **NOT** begin work until Personnel Action Form has been fully processed and **START DATE** has been authorized by Human Resources.
NEW EMPLOYEES TO THE DISTRICT MUST COMPLETE ALL REQUIRED EMPLOYEE DOCUMENTS IN HUMAN RESOURCES.

2) **AUTHORIZED BY DEAN OR DIRECTOR:** _____ **DATE:** _____

3) **AUTHORIZED BY VICE PRESIDENT:** _____ **DATE:** _____

4) **AUTHORIZED BY DIRECTOR OF HR:** _____ **DATE:** _____

5) **AUTHORIZED BY SUPERINTENDENT/PRESIDENT:** _____ **DATE:** _____

6) **FUNDS ENCUMBERED BY FISCAL SERVICES:** _____ **DATE:** _____

PAYROLL USE: _____ **PAF RECEIVED IN PAYROLL:** _____ - _____ - _____

NUMBER OF TIME SHEET PRINTED: _____ **DATE** _____ **RATE: \$** _____

HR APPROVAL DATE: _____ - _____ - _____ **HUMAN RESOURCES**

MEETS MINIMUMS: _____ **AUTHORIZED START DATE:** _____ - _____ - _____

DISTRIBUTION AFTER PROCESSING: H/R REQUESTOR PAYROLL DEAN, DIRECTOR or VP