



Office of People, Culture, and Talent (Human Resources)
REQUEST FOR EXTENSION OF SHORT-TERM / SUBSTITUTE
(Non-Academic) Non-Continuing Assignment
HR-5

Date: _____

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 # Hours per week: _____ x Total number of weeks: _____ = Total 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: _____

Print

Signature (Route to Applicable Executive Council Member)

Date: _____

Applicable Executive Council Member Print

Applicable Executive Council Member Signature Date

Denied
 (Return to Requester)

Approved
 (Route to Financial & Fiscal Svcs)

Financial & Fiscal Services Signature Date

Denied
 (Return to Requester)

Approved
 (Route to PCT/HR)

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

FOR PCT/HR USE ONLY – Please do not complete this area.

Extension of Assignment is in compliance with Education Code Section 88003

PC/HR Representative Signature: _____

Date: _____