



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5140

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

TEMPORARY EMPLOYMENT AGREEMENT

- Instructions:**
1. Complete all information AND obtain required signatures
 2. Return to Campus Human Resources (HR)
 3. Candidate may not work until clearance is received from Campus HR
 4. Employment is temporary with no re-employment rights
 5. A middle initial is mandatory for identification of candidate.

Check one:

- Short Term [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*
- Student Worker

New Hire Information

Last Name:		First Name:	MI:
Employee ID and/or DOB (Month/Day) :		Phone Number:	
Does the position require driving a district vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position/Title:		Department:	
Job Description:			
Range/Step:	Hourly Rate:	<input type="checkbox"/> Instructional <input type="checkbox"/> Non-Instructional	
Starting Date:		Ending Date:	
Work Days: <input type="checkbox"/> Monday – Friday or <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Th <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Shift START Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		Shift END Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Number of Hours per Day:		Total Hours:	
Amount Budgeted for Position/Total Salary:			
FOAPAL (if split, include percentage):			

Candidate Signature _____		Date _____	
Approvals: Supervisor	Date	College President	Date
Educational Administrator/Manager	Date	College Human Resources Manager	Date
Director of Administrative Services	Date	OFFICE USE ONLY	Date
		<input type="checkbox"/> Notification to CSEA	

CONDITIONS OF EMPLOYMENT AS A PROFESSIONAL EXPERT:

- a. Kern Community College District (KCCD) 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. KCCD 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 KCCD directly related to the event will be reimbursed.
- e. Center for Professional Development (CPD) Experts may not contract directly with the contracting company for a period of two years following the end date of this agreement without express written consent from CPD.
- f. 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