

EMERGENCY HIRE

PART-TIME, TEMPORARY, CERTIFICATED EMPLOYMENT

Emergency hiring can commence twenty (20) days prior to the first day of the semester.

Date _____

1. TO BE COMPLETED BY SUPERVISOR OF UNIT (DEAN)

A. Position Information

Date vacancy became known _____

First day of employment _____

Vacant position (course or assignment) _____ FTE: _____

College _____ Operating Unit _____

B. Name and ethnicity of appointee(s). (Application MUST be on file in District Personnel Office and/or accompany this form.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPOINTEES MUST GO THROUGH FORMAL INTERVIEW PROCESS BEFORE CONSIDERATION OF HIRING FOR NEXT SEMESTER. AN EMERGENCY HIRE SEMESTER DOES NOT COUNT TOWARD PREFERENCE.

Signed: _____
Supervisor of Unit (Dean)

2. TO BE COMPLETED BY VICE PRESIDENT/DESIGNEE

Name of recommended appointee(s): _____

Signed: _____
Vice President/Designee

Please forward to District Personnel Office

1. Application of Recommended Appointee
2. Form P-132E (This form)
3. TCS (Tentative Certificated Schedule)

Ethnicity Codes

- 1 American Indian
- 2 Asian
- 3 Black
- 4 Hispanic
- 5 White