



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**INTENT TO EMPLOY - TEMPORARY CLASSIFIED EMPLOYEE**

Directions: PRINT OR TYPE ONLY, please review all three pages.

**Work Location**

ARC	EDC	FM
CRC	Ethan	SCC
DO	FLC	Other

Employee ID \_\_\_\_\_

Name \_\_\_\_\_  
*Last, First, M.I. Note: Name on Intent and Social Security card **must** be the same.*

**EMPLOYEE TO COMPLETE (To be completed with each Intent to Employ):**

**Retirement Plan Membership:\***

You are member of / have funds on deposit with, mark one: CalPERS / CalSTRS / Neither  
 If a member of CalPERS or CalSTRS, mark one: Active / Inactive / Retired

**Working with Relatives:** Are you related to anyone employed by Los Rios (mark one)? No / Yes

If "Yes", provide name/relationship/campus/department: \_\_\_\_\_

**Temporary Classified/Professional Expert Assignment Limitations:**

- Employees may not work as Temporary Classified and Professional Expert concurrently.
- Those working as both Temporary Classified and Professional Expert within the same fiscal year are limited to a maximum of 920 hours combined for the fiscal year.

**The above information has been gathered by the Hiring Supervisor/College Representative noted below and the employment limitations have been relayed to the Employee being hired.**

Hiring Supervisor/College Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

*FIRST TIME LRCCD EMPLOYEE ONLY:* e-mail address: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_ City / Zip \_\_\_\_\_

(Address/Phone changes must be made for returning hires, by submitting a Change of Address/Name form to Human Resources.)

Employee Type: Short Term (job code 101 or greater) **OR** Special Rate (job code 100 or less)

Position Title: \_\_\_\_\_ Job Code: \_\_\_\_\_ Sub Job Code (if applicable): \_\_\_\_\_

Department ID: \_\_\_\_\_ Department Name (spell out): \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Hourly Rate \$ \_\_\_\_\_

Position #:	_____	Budget #	_____ / _____ / _____	Account	Fund	Org / GL Dept. ID	Program	Proj / Grant
		Budget #	_____ / _____ / _____	Account	Fund	Org / GL Dept. ID	Program	Proj / Grant
		Budget #	_____ / _____ / _____	Account	Fund	Org / GL Dept. ID	Program	Proj / Grant

**HIRING SUPERVISOR TO COMPLETE\***

- If employee will be working in the same department as a relative, contact Human Resources at (916) 568-3107 **before** submitting intent.
- If employee marks both "CalSTRS" and "Retired" on question #1 above, there are specific restrictions that may prevent eligibility of employment with Los Rios. Contact Human Resources **before** submitting intent.
- The Dept. Supervisor is responsible for reviewing the job description/minimum qualifications/employee's application to assure required qualifications are met prior to the start date of employment.

Department Supervisor's Name \_\_\_\_\_

**All Hires: Has Occupational Exposure?** Yes / No

**All Hires: PeopleSoft Access Required?** Yes / No

(Checking the above box will **not** grant access – see page 2 for details)

**TO BE COMPLETED BY COLLEGE** - The following forms are completed and attached:

- Application (online) & (if applicable) appropriate minimum qualification support materials
- Compliance Checklist Signed by Employee
- Demographic information form
- Employee FERPA Agreement
- Hepatitis B Vaccination Acceptance or Declination Form, **if applicable**\*
- I-9 (plus appropriate attachments)
- Live Scan Receipt & Payroll Deduction Authorization form (fingerprint fees)
- New Employee Training Checklist
- Notice of Exclusion from CalPERS Membership – Temporary Classified
- Notice of Worker's Compensation
- Oath of Allegiance
- Predesignation of Personal Physician (Optional)
- Social Security Card photocopy (required for IRS purpose)
- SSA-1945
- Statement of Mandated Reporter
- All appropriate paperwork on file

**VPA/DO/FM Administrator: Signature & Date**

**TO BE COMPLETED BY DISTRICT HUMAN RESOURCES**

**Citizenship:**  
 Perm Res \_\_\_\_\_ DOJ Date \_\_\_\_\_  
 Ref Asyl \_\_\_\_\_  
 Student Visa \_\_\_\_\_ Birthdate \_\_\_\_\_  
 US Citizen \_\_\_\_\_  
 Other \_\_\_\_\_ Date Input \_\_\_\_\_  
 Authrzn to Work \_\_\_\_\_ Initials \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Gender: M / F / N \_\_\_\_\_ Emp. Rcdr # \_\_\_\_\_  
 Ethnic Code: Y / N \_\_\_\_\_ **Meets MQs**  
 Disability: Y / N \_\_\_\_\_  
 PARS / PERS / PERSB / Retired PERS / STRS / STRSB

# DIRECTIONS FOR TEMPORARY CLASSIFIED INTENT TO EMPLOY

## APPLICATION

The application must be completed by the applicant, printed and attached to the Intent to Employ along with any supporting materials. (Posting Number C01257P - internal posting number - hiring supervisor to provide new hire with directions. Contact HR Specialist at x3107 for questions.

## DEPARTMENT SUPERVISOR

The Supervisor/Manager approving the intent form must be an employee paid off the Supervisor or Manager Salary Schedules. Please contact Human Resources at 916-568-3107 for questions on who is an authorized approver as a Supervisor/Manager.

## ADMINISTRATOR

The employee approving the intent form as the Administrator must be listed on the Authorized Signer List.

## PEOPLESOFT ACCESS REQUIRED

If this intent is for an employee who requires PeopleSoft in order to complete their job duties in this position, make sure to check "Yes" to this question. For rehires/extensions, intents must be received 3 weeks prior to the end date of the previous intent to ensure the employee maintains access. To request PeopleSoft access for new hires or rehires that have lost access, the hiring supervisor must also submit the access request form which is available at: <https://employees.losrios.edu/technical-support/system-access-requests>

## E-MAIL ACCESS

A LRCCD e-mail will automatically be generated for a new employee after the Intent to Employ has been processed by Human Resources.

## OCCUPATIONAL EXPOSURE/HEPATITIS B VACCINATION ACCEPTANCE OR DECLINATION FORM and BLOODBORNE PATHOGENS TRAINING

Temporary Classified Employees working in areas that have occupational exposure to blood or other potentially infectious materials must, per Occupational Safety and Health Administration (OSHA), submit a "Hepatitis B Vaccination Acceptance or Declination Form" and complete an annual "Bloodborne Pathogens Training" with Los Rios Community College District. Directions to download the Hepatitis B Vaccination Acceptance or Declination form and to complete the on-line Bloodborne Pathogens training are on the Employee's Copy of the Compliance Checklist (positions that require this form are listed on the reverse of the Compliance Checklist). It is the responsibility of the hiring supervisor to determine if the employee in a "Special Projects" position has occupational exposure to blood or other potentially infectious materials. Refer to the Los Rios Exposure Control Plan for Blood borne Pathogens located at: <https://employees.losrios.edu/training/compliance-and-safety/safety-programs/bloodborne-pathogen-program> for further information about Hepatitis B.

## EMPLOYEE ELIGIBILITY DISCLOSURE / P-881 / FINGERPRINT REQUIREMENT / ADMINISTRATOR APPROVAL

If the applicant has ever been convicted of an offense other than a minor traffic violation, even convictions that have been dismissed pursuant to Penal Code Section 1203.4, form P-881 must be completed. The P-881 form is completed when the applicant completes the Online application and will only be viewable by the Human Resources department. The applicant must clear the appropriate background check with Los Rios before starting employment and cannot start until a copy of the Intent to Employ has been returned back to the supervisor with the Administrator's signature.

## MINIMUM QUALIFICATION REQUIREMENT(S)

It is the responsibility of the hiring supervisor to ensure that the employee being hired is appropriately hired into an appropriate job classification that matches their job duties. The hiring supervisor also must ensure submitted application/attachments give evidence that the employee meets the minimum qualifications for the hired position as noted on the appropriate job description or salary schedule.

**Most** "Short Term" temporary classified positions (Job Codes 101 and higher) require minimum qualifications. Detailed job descriptions are located at the Los Rios website (<https://losrios.edu/>, click on "Employees", click on "HR & Benefits", click on "Human Resources", click on "Job Descriptions and Safety Analyses" then choose the appropriate job description category to review the specific job description) **OR** <https://employees.losrios.edu/hr-and-benefits/human-resources/job-descriptions-and-safety-analyses>

**Some** "Special Rate" temporary classified positions (Job Codes 100 and less) require minimum qualifications. To determine if minimum qualifications are required, refer to the Special Rate Salary Schedule at the Los Rios website (<https://losrios.edu/>, click on "Employees", click on "HR & Benefits", click on "Human Resources", click on "Salary Schedules", under "Classified (Support) Staff" section choose "Special Rate" or "Interpreter Salary Schedule"). If minimum qualifications are required there will be an asterisk next to the title and it will be noted at the bottom of the page. All levels of Interpreters require some level of minimum qualifications as noted on the salary schedule.

### When reviewing minimum qualifications:

- Experience Requirement: One year of experience is equal to 12 months of experience at a maximum of 40 hours per week [ex: 20 hours per week for 12 months, equals 6 months experience; or, ex: 60 hours per week for 12 months (maximum 40 hours per week accepted), equals 12 months experience]; and
- Education Requirement: 15 semester units are equal to six months of education and 30 semester units are equal to one year of education.

## California Public Employees' Retirement System (CalPERS)/California State Teachers' Retirement System (CalSTRS)

The RETIREMENT section in regard to CalPERS/CalSTRS, must be completed. The employee is to answer these questions with each new intent, as an employees' retirement system status can change over time. If the employee has questions or is unsure of their status, they can contact CalPERS at 1-888-227-7377 or CalSTRS at 1-800-228-5453.

## LIMITATIONS

Temporary Classified Employees may work a maximum of 135 days not to exceed 960 hours per fiscal year and cannot switch to Student Employment in the same department within the same fiscal year. Temporary Classified employees are not allowed to work concurrently in any other capacity within Los Rios.

## QUESTIONS

For any questions, please call Human Resources, Classified Specialist at (916) 568-3107.



**LOS RIOS COMMUNITY COLLEGE DISTRICT  
INTENT TO EMPLOY - TEMPORARY CLASSIFIED EMPLOYEE**

Directions: PRINT OR TYPE ONLY, additional information on REVERSE side.

Employee ID: \_\_\_\_\_

Name \_\_\_\_\_  
*Last, First, M.I. Note: Name on Intent and Social Security card **must** be the same.*

**Temporary Classified Employee (Special Project) – Description of Services Rendered**

This page **must** be completed for all employees hired as a Special Rate employee under the title "Special Project" (job code 0077). Special Project responsibilities should not fall under the regular duties of an existing LRCCD temporary "short term" classified job description. If the duties do, the **Intent to Employ** should be submitted under the appropriate position title (short term temporary) and paid at the corresponding pay rate. Human Resources will make the final determination as to whether or not this assignment qualified as "Special Project".