

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Employee Relations

REQUEST FOR SUBSTITUTE EMPLOYEE

Personnel will be assigned by Human Resources upon completion of this form, including all required signatures. An authorization form must be completed for each assignment. Substitute employees may work only one assignment at a time.

Substitute: The District may employ a substitute employee pursuant to Education Code 88003 to replace any classified employee who is temporarily absent from duty. If the District is engaged in recruiting a permanent employee to fill a vacancy in any classified position, the Governing board may fill the vacancy through such employment for not more *than sixty (60) calendar days*.

ALL FIELDS IN THIS SECTION MUST BE COMPLETED

Person Requested _____ Location _____

Title of Classification _____

Substituting for _____

Position Control Number _____

One of the following Object codes must be used with the account number(s) you have listed: 2385, 2386, 2405 or 2406

Account Number(s) _____

***Start Date** _____ ***End Date** _____

****Human Resources will complete the start and end date.***

*A supervisor's Letter stating the following **MUST BE** attached & included:*

- **JUSTIFICATION** for employing temporary personnel
- Description of duties to be performed
- Desired start and end dates and number of hours needed per week

REQUIRED SIGNATURES

1. Supervisor _____ Date _____

2. Vice-President _____ Date _____

3. Fiscal Services _____ Date _____
Vice-Chancellor, Fiscal Services OR Director, Fiscal Services

4. Human Resources _____ Date _____
Vice-Chancellor, Human Resources & Employee Relations or Designee