



NANCE Short-Term Position Board Request

This is a request for an exemption to hiring a classified employee for a maximum of 175 work days (NOT including holidays) in a school year for work that is temporary in nature, and is not a continuing need (Short-Term Employee), or when services are of such an urgent, temporary, or occasional nature that the District's regular hiring process would impact the requesting department's operation (Personal Services Contract).

Position Information
Effective date: _____ Job End Date: _____ or <input type="checkbox"/> end of fiscal year Board Date for Short-Term Position: _____

Type of Service
<input type="checkbox"/> Short-Term Board Position OR <input type="checkbox"/> Personal Services Contract (Accompanist, Interpreter, Lifeguard, Model, Tutor, Senior Tutor, Advanced Tutor)

Work Location
Department: _____ Location: _____ Reports To Position#: _____

Job Information
Business Unit: _____ Job Title: _____ Job Code: _____ Number of position requests (Duties must be identical to request multiple positions): _____ Briefly describe the services to be provided and how they are temporary:

Indicate if this work is temporary in nature and not a continuing need (Short-Term Position): Check all for Short-Term ____ Temporary ____ Not a continuing need	Indicate if this work is of such an urgent, temporary or occasional nature (Personal Services Contract): Check all for Personal Services Contract ____ Urgent ____ Temporary ____ Occasional nature
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Authorizing Signatures:
I have reviewed this request and certify it is compliant. I understand employment may not begin until notified by People, Culture, and Technology Services that the position has been approved. Hiring Manager/Supervisor: _____ Vice President-Admin / Vice Chancellor: _____

People, Culture, and Technology Services Use:
Employment Supervisor: _____ <input type="checkbox"/> Recommend <input type="checkbox"/> Deny