

Appointment is to initiate new employment; Reappointment is to continue employment; Termination is to end employment, when the employee will no longer be reappointed in any part-time capacity during subsequent terms.  
All part-time employees are temporary employees who are appointed to perform specified services at a specific rate of pay per time period of employment, and termination is automatic at the end of each appointment period. The hiring department is responsible for timely reappointment of re-hires to ensure continued employment.

**EMPLOYEE & EMPLOYMENT INFORMATION**

**Legal Name:** \_\_\_\_\_, \_\_\_\_\_  
LAST NAME FIRST NAME MI

**Preferred Name:** \_\_\_\_\_ **Last Four SSN:** \_\_\_\_\_ **or SF ID #:** \_\_\_\_\_

**Work Location-Campus:** \_\_\_\_\_ **Building:** \_\_\_\_\_ **Room:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Division:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_ **Supervisor SF ID #:** \_\_\_\_\_

**APPOINTMENT**

**REAPPOINTMENT**

**TERMINATION\***

\* Effective Date of Termination: \_\_\_\_\_

**Employment Term-** Select the effective term of employment and enter the specific dates of employment below. (Part-time appointments shall be made for periods that mirror the academic terms.)

**FALL** (September-December)

**SPRING** (January-April)

**SUMMER** (May-August)

*Proposed Start Date:* \_\_\_\_\_

*Specific End Date (within employment term):* \_\_\_\_\_

**SALARY SCHEDULE CLASSIFICATION & JOB INFORMATION**

In the space provided below, enter the position title from the Salary Schedule associated with this employment appointment.

**Position Title:** \_\_\_\_\_  
 From the drop-down menus below, select the applicable part-time job classification that applies to this employment appointment. *Pay Grade* is only applicable to the following part-time positions: *Student, Career Service, Executive/Managerial and Technical/Professional.*

**Position Category:** \_\_\_\_\_

**Pay Grade:** \_\_\_\_\_

**Work Hours-** Work hour limitations are inclusive of all positions held at the College. Part-time work hours depend on the position category indicated above.

Students: Part-time student employees may work up to twenty-five (25) hours per week (Part-time international student employees should not work more than a total of 20 hours per week based on F-1 Visa limitations) and must be enrolled, regularly attending class at least half-time.

Part-time Career Service, Executive/Managerial, and Technical/Professional staff: May work up to 28.5 hours per week.

**Total number of hours to be worked per week:** \_\_\_\_\_

Part-time Instructional staff: May work up to 28.5 hours per week which is approximately twelve (12) credit hours per parent term.

**Adjunct Faculty teaching credit/contact hour courses are given a contract each term they are appointed. This contract will outline the hours and pay associated with the work to be done.**

**FUNDING SOURCES & PAY**

**Name of Department:** \_\_\_\_\_ **Department #:** \_\_\_\_\_ **Fund %** \_\_\_\_\_

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**Instructional/Hourly Rate of Pay:** \$ \_\_\_\_\_ per hour credit hour

**REQUIRED APPROVAL SIGNATURES**

*Approval signatures indicate that the individual appointed is eligible for employment based upon applicable stipulations set forth by the SF Salary Schedule.*

**Budget Authority:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(If applicable)* **Fund 2 Budget Authority:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_