

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 appointments for employment are made on a term-by-term basis. 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 #:** _____ **Phone:** _____

APPOINTMENT

REAPPOINTMENT

TERMINATION*

** Effective Date of Termination:* _____

Employment Term- Select the effective term of employment and enter the specific dates of employment below. (For instructional employment academic terms may differ from employment 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, enter the position title associated with this employment appointment.

Position Title: _____

From the drop-down menus below, select the applicable part-time job classification that apply to this employment appointment. Pay Grade only applicable to the following part-time positions: Student, Career Service, Technical/Professional, and Information Technology Personnel. Faculty Group is applicable to Instructional positions only.

Position Category: _____

Pay Grade: _____

Faculty Group: _____

Work Hours- Part-time work hours depend on the position category indicated above. All student staff are limited to working no more than twenty (20) hours per week and must be enrolled, regularly attending class at least half-time. Part-time Career Service and Technical/Professional staff may work up to 28.5 hours per week. Work hour limitations are inclusive of all positions held at the College.

Total number of hours worked per week: _____ (non-instructional)

Instructional Work Hours- Instructional staff are limited to teaching twelve (12) credit hours per parent term and may work up to 28.5 hours per week. Work hour limitations are inclusive of all positions held at the College.

Total number of credit hours appointed per term: _____

Total number of community/continuing education hours appointed per **term or** **week:** _____

FUNDING SOURCES & PAY

Name of Department: _____ **Department #:** _____ **Fund %** _____

Name of Department: _____ **Department #:** _____ **Fund %** _____

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:** _____