



Acceptance of Hourly Staff Employment at SBCC

Your signature on this form is required before you begin employment at SBCC as a temporary, short term, hourly worker.

Hourly Staff are employees hired on a temporary basis to work no more than 19.5 hours per week, and no more than 175 days per fiscal year, to fulfill a temporary need for the District. As a short-term hourly employee, you are not considered a regular employee of the District, and do not receive any employee benefits (i.e. vacation pay and medical/dental). If your assignment extends to 175 days in a fiscal year, you will be terminated once that limitation is reached.

- Hourly Staff employees may not work more than 175 calendar days during a fiscal year (July 1 - June 30). Employment between terms and during summer term applies toward this limit.
- Hourly Staff employees are limited to 8 hours per day, 19.5 hours per week of employment during fall, spring and summer terms and 1,000 hours per fiscal year (July 1 - June 30).
- Hours worked beyond those permitted in these rules will be considered voluntary and will not be compensated. Hours worked in excess of these rules and/or in excess of those authorized by a supervisor may not be "banked" and paid during a pay period when fewer hours are worked.
- For every thirty (30) hours worked, hourly staff will earn one (1) hour of paid sick leave.
- Hourly Staff employees may have more than one job at SBCC, but the combined hours from all jobs must not exceed the limits described above.

Please turn paper over.



I understand that this is “at will” employment. This means that I may be released at any time without notice or reason and I may resign my position at any time without notice or reason. I agree to work within the procedures described above. I will file time sheets that accurately report the hours worked. I understand that I must report all hours on the days actually worked. I understand that falsification of timesheets may be considered grounds for termination.

I understand that under California Labor Law, after a work period of 5 hours, I am entitled to receive an unpaid meal break of not less than 30 minutes, during which time I am relieved of all duties.

I consent to waive my 30-minute unpaid meal break only when my work and/or scheduled shift will be completed in 6 hours or less in one workday. I understand that if my shift exceeds 6 hours, I am required to take an unpaid meal break of at least 30 minutes.

Yes No (circle one)

Signature of Hourly Staff Employee

Date

Print Name of Hourly Staff Employee

Signature of Hiring Supervisor

Date

Print Name of Hiring Supervisor

This form must be completed for each job held by an hourly staff employee.