



# 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 <input type="checkbox"/> Temporary <input type="checkbox"/> 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 <input type="checkbox"/> Urgent <input type="checkbox"/> Temporary <input type="checkbox"/> 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