

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.05120 DP

EMPLOYMENT OF TEMPORARY STAFF

3.05120 DP

In accordance with district regulation, the following procedure will be followed:

- I. The supervisor of the position to be filled will be responsible for initiating the employment process.
- II. A notice of recommendation to employ form, duly signed, shall be submitted by the appropriate administrator to the vice chancellor for administrative services for approval.
- III. The director of personnel will verify the salary recommended by the supervisor.
- IV. The director of personnel will take the necessary steps to ensure that the following are on file for each temporary employee:
  - A. Current application
  - B. Notice of recommendation to employ
  - C. Post employment data form
  - D. Withholding form
  - E. Signed waiver of benefits form
  - F. Immigration form

Approved: Chancellor  
November 15, 1977  
(Editorial Corrections 7/11/06)