

Short-Term Hourly Services Board Action Form

NOTE: a California regulation (Ed. Code Sec. 88003) prohibits employment of short-term hourly employees from starting work before board action to approve the services.

Hourly employees are limited to no more than 165 days in a fiscal year.

Kentfield Campus

Indian Valley Campus

Department: _____

Supervisor: _____ Phone Ext: _____

Job Title: _____ No. of Employees: _____

Specify Job Duties:

Start Date: _____ End Date: _____

Hours Per Week: _____ Hourly Rate: _____

For Board Action Date: _____

Supervisor/Manager Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

**PLEASE FORWARD TO HUMAN RESOURCES
IVC Building 11 or email hrcom@marin.edu**

College of Marin Human Resources, 1800 Ignacio Blvd., Novato, CA 94949