



PART-TIME/SPECIAL APPOINTMENT PROFESSIONAL STAFF
RECOMMENDATION FOR EMPLOYMENT

DEPARTMENT _____ BUDGET CODE _____

NAME _____ ID # _____

TERM OF APPOINTMENT _____

Starting Date

Ending Date

Reappointment _____

If an initial appointment, please attach the following:

- Current Resume
Reference Check Documentation
Unofficial Transcript (Official transcript required in 90 days of hire)
SCCC Application (The SCCC Application will be attached once form is sent to HR for approval)

Is the employee currently employed by SCCC? Yes No

If yes, _____

Title

Department

Hours

APPOINTMENT CATEGORIES * COMPENSATION LEVEL* HRLY RATE* HRS/WK

Table with 4 columns: Appointment Categories (A-D), Compensation Level, Hourly Rate, and Hours per Week. Includes a row for Special Appointment.

Title

Hourly/Salary

POSITION RESPONSIBILITIES

SUPERVISOR _____ DATE _____

DEAN/VICE PRESIDENT _____ DATE _____

EXECUTIVE DIRECTOR FOR HUMAN RESOURCES _____ DATE _____

VICE PRESIDENT OF ADMINISTRATION _____ DATE _____

PRESIDENT _____ DATE _____

A part-time employee can work a maximum of 19.50 hours per week or up to 1,000 hours per year.

*PER APPOINT/COMPENSATION GUIDELINES FOR PROFESSIONAL STAFF

Copies to: Supervisor, Dean/VP, Human Resources, Payroll, President