



COMPLETING THE PART-TIME RECOMMENDATION FORM

GENERAL INSTRUCTIONS:

An enterable Part-Time Recommendation Form is available on myHCC> Forms> Hiring Forms-Part-time> Hiring. Type all information except signatures. Type the name of the person signing in the space provided. Print the completed form and mail the signed original form (not a photocopy) to Human Resources, MC 1120.

Employee Type	Check Only One Box (Top Right On Form)
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New: Individual has never been an employee of HCC or has had a break in service of more than twelve (12) months.

Current: Individual was employed in the previous semester or is currently employed by HCC.

Former: This category is intended for staff or faculty status not under adjunct semester break. Individual has worked for HCC with a break in service of less than twelve (12) months.

Return from Adjunct Semester Break: An adjunct faculty member with a break in service of less than twelve (12) consecutive months beginning with the fall semester of current fiscal year. All adjunct faculty members who taught for HCC during the fall semester of current fiscal year (and did not voluntarily terminate employment) were placed on semester break at the end of the fall semester. Specify *last* semester (fall, spring, summer) taught and the calendar year of that semester.

Section I – Action Reason	Check One
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New assignment: If this recommendation is the first that has been submitted for the employee in this assignment.

Replacement for a previously submitted form: Check this box if you are correcting information on a previously submitted form, for example the number of hours to be worked or an additional course.

End Part-time assignment: Check this box to end a part-time assignment.

Involuntary Termination: Check this box if employment is being terminated (before assignment end date) involuntarily.



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Section II – Employee Information

Complete All Fields

- 1. Employee ID / Social Security Number:** Be sure to double check your entry here. This number must be correct!
- 2. Last Name, First Name and Middle Initial** of the person being hired (should match name on Social Security card). If last name is hyphenated, specify both with the hyphen. Use only proper names; no nicknames.
- 3. Daytime Telephone Number:** a telephone number (including area code) where the Human Resources Department may reach the individual during the workday.
- 4. Birth Date:** Enter the month, day and year of employee's birth, as noted on passport, driver's license or birth certificate.
- 5. College/Division/Department:** name of department initiating the request...be specific. (e.g. - Central/Career & Technical Education/Drafting)
- 6. Assignment Start Date:** Provide exact date that the individual begins assignment.
Note: The Begin and End dates for semesterly-paid instructors working the full semester must reflect the Official Days of Record for the term. Grant-funded assignments cannot extend beyond the current fiscal year.
- 7. Assignment End Date:** Enter the exact date that the assignment ends.
- 8. Position Pool ID:** 3 digit code that is assigned by Financial Budget Control to identify the budget string (fund, department, sub account, program, class)/funding source for part-time hires.
- 9. Academic Career:** Refers to classes being offered and reported based on a semester system or a quarter system. The careers that are on the semester system are SCH (semester credit), NCR (non-credit), and AHS (Adult High School). The only career that is currently on a quarter system is CEU (continuing education credit).
- 10. Effective Semester/Quarter:** Enter the correct code for the Semester (SCH, NCR, AHS careers) or Quarter (CEU career) when the faculty will begin teaching. For example, for semester careers (SCH, NCR, AHS), you would enter 6122 (Spring 2012) if the faculty will begin teaching in the Spring, 2012 semester. For the quarter career (CEU), you would enter 7122 if the faculty will begin teaching in the second quarter 2011-2012 academic year.



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11. **Directly Reports to:** Enter the name of supervisor that employee directly reports to.
12. **Supervisor-Job Title:** Official title of supervisor that employee directly reports to.

Position Management

13. **Position Number:** A unique number that identifies the individual's assignment. This number is assigned by PS-HR. Leave this field blank. It will be completed by HR-Compensation.
14. **Dept. ID:** The alphanumeric code assigned to the department location.
15. **Mail Code:** An alphanumeric code that identifies where your department's mail is delivered by the HCC Mail Room.
16. **Budget Number:** The budget where costs associated with this position will be booked. The budget number follows the format: Sub Account - Fund - Org - Program - Class.
17. **Part-time Assignment Job Title:** The approved job title. For example: Teacher Aide or Instructor/English

Section III – Pay Information Check Hourly or Semesterly

For **Hourly:** Record the actual number of hours that individual is to work per week and the hourly pay rate (refer to the hourly rate specified on the appropriate part-time job description). **Part-time employees are limited to working no more than 19.5 hours/week.**

Effective September 1, 2011, TRS set a 15-hour per week minimum to establish membership eligibility. This minimum applies only to part-time positions that have no full-time equivalent position in the organization. If a full-time equivalent position exists, the previous 19.5 hour maximum assignment for a part-time position remains in effect. To avoid the additional costs that would be incurred by HCC, part-time work assignments that have no equivalent full-time position cannot exceed 14.75 hours per week.

For **Semesterly:** Indicate highest degree conferred *for the course to be taught* and the pay amount for the semester (refer to Semesterly salary schedule). List the course number for each course to be taught (for example, ENGL 1302), and indicate number of lecture and lab hours as listed in the HCC catalog. Call HR-Employee Records for questions about conferred degrees on record. *Total hours worked by adjunct faculty must adhere to the HCC Faculty Workload Guidelines.*



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Check box if applicable:

Overload: individual is currently employed by HCC as a full-time instructor.

Prorated: instructor is hired after classes have begun or if the instructor is resigning before classes end and the semester pay is less than the full amount. [See Prorating Semesterly Pay.](#)

Flex Entry Course: course being taught is a semester hour course, paid semesterly and offered at times other than the regular term. Flex-entry courses begin after the Official Day of Record for the term. Course duration varies.

Approvals

Requested by: Signature of immediate supervisor of the part-time employee. Enter name in "Print Name," date of request, and work phone number.

Approved by: Signature of next level supervisor of the part-time employee to be hired. If a department head signed on the "requested by" line, then the department head's supervisor (or above) must approve the request. Enter this name in "Print Name" and the date the document was approved.

If required by your management, lines have been provided for budget review and president approval.

NOTE: *At least one of the signatures must be a designated "signature authority" for the budget number listed on the recommendation. If your local management has informed Human Resources that specific signatures are required for certain types of recommendations, we will follow these specifies procedures.*

Send approved form with all required employment paperwork (refer to part-time hiring checklist) to HR at MC 1120. Keep a copy of the part-time recommendation for your records.