

GLENDALE COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES  
**ASSIGNMENT SHEET**

**Temporary Hourly Unclassified Employees and Additional Assignments**

Name of person to be hired: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Account #: \_\_\_\_\_

Salary Rate: \_\_\_\_\_

Length of Assignment:      Start Date \_\_\_\_\_      End Date \_\_\_\_\_

*(Not to exceed last date of current fiscal year i.e. 6/30/xx)*

Total Hours:              Per Day \_\_\_\_\_              Per Week \_\_\_\_\_

Add Night Differential or Weekend Differential: ND       WD       As Needed

*(For work after 5:00 PM)*

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**Type of Assignment:**

**Extra Help:** \_\_\_\_\_

**Please select one of the following:** Relief Clerk, General Worker, Accompanist, CDC Relief Worker, Fire Academy Lab Technician, Parent Education Assistant, Registration Worker I or II, Test Proctor, Test Supervisor, Test Administrator, Interpreter for the Deaf, Stage Manager, Recreation Leader I or II, Police Cadet, Police Sr. Cadet, Police Cadet Corporal, Police Cadet Sr. Corporal.

- *Extra Help positions are not to exceed 900 hours per fiscal year.*

**Substitute:** \_\_\_\_\_

Name of Classified Regular Employee

Classification of (Vacant) Position

- *Substitute positions are not to exceed 195 days.*

**Additional Assignment:** \_\_\_\_\_

- *Additional Assignments are paid at the classified employee's established rate of pay and must not exceed 19 consecutive days.*

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Requested By: \_\_\_\_\_  
(Classified/Academic Managers or Division Chairs)

Date: \_\_\_\_\_

Authorized By: \_\_\_\_\_  
(Vice Presidents or Deans)

Date: \_\_\_\_\_