



**TO:** Academic and Classified Managers/Supervisors DATE: July 1  
**FROM:** Office of Human Resources  
**SUBJECT:** **ANNUAL REMINDER OF PROCEDURES FOR HIRING PROFESSIONAL EXPERTS, INSTRUCTIONAL AIDES, SHORT-TERM/SUBSTITUTE, INTERN, STUDENT WORKERS, AND VOLUNTEERS**

The purpose of this memorandum is to provide standards and guidelines to managers, supervisors and others involved in hiring Professional Experts, Instructional Aides, Short-Term/Substitute, Intern, Student Workers, and Volunteers. Below is the guidelines that answer frequently asked questions.

**The maximum number of hours and days per fiscal year for Professional Experts, Instructional Aides, Short-Term/Substitute and Intern is limited to 900 hours OR 170 days, whichever comes first.**

### **900-HOUR WORK LIMITATION**

College personnel procedures **limit** work performed by Professional Expert, Instructional Aides and Intern to **900 hours** in a fiscal year. Work in all departments counts toward the 900-hour limitation in a fiscal year. Human Resources will notify the manager/supervisor when these employees reach 600 hours in order to provide the opportunity for alternate planning and staffing.

### **170-Day Limitation**

The Los Angeles County report does not contain information on the number of days worked in a fiscal year. Cost Center managers and supervisors **must** continue to monitor the number of days worked for Professional Expert, Instructional Aides, Short-Term/Substitute and Intern to ensure that these employees do not work beyond 170 workdays in a fiscal year. A day is a day regardless of the number of hours worked. Work in all departments counts toward the 170-day limitation in a fiscal year.

### **Student Workers**

All students enrolled in six or more units at PCC **must be hired as Student Workers (object code 2311)**. Students are limited to 20 work hours per week. Additionally, Student Workers are NOT eligible for overtime work. Students with less than six units must be hired as Professional Experts (object code 2312) and are subject to the 170 day work rule and the 900-hour work limitation in a fiscal year.

### **Short-Term/Substitute**

Under Education Code 88003, short-term employees are used in this section to mean any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.

### **Volunteers**

Human Resources will notify the supervisor once the Request for Volunteer Assignment form and completed livescan has been processed. Individuals cannot volunteer for the same services for which they have been provided compensation.

### **Summary**

**Professional Expert, Instructional Aides, Short-Term/Substitute, Intern, Student Workers and Volunteers are NOT authorized to commence work assignments UNTIL the manager/supervisor receives clearance from Human Resources.** Changes to assignment status (Student Worker to Professional Expert, etc.) are done at the beginning of the fall and spring semesters. Professional Experts, Instructional Aides, Short-Term Substitute, Interns and Volunteers are required to be live scanned **before** commencing work. **The maximum number of hours and days per fiscal year for Professional Experts, Instructional Aides, Short-Term Substitute, Interns is limited to 900 hours OR 170 days, whichever comes first.**

Please share this information with your staff and hourly employees. Thank you for your assistance in making these procedures run smoothly. It is important for all of us to ensure that hourly employees stay within the limitations of the Education Code.

annual hourly reminder 900 hrs. 170 days

**PASADENA CITY COLLEGE**  
**GUIDELINES FOR PROFESSIONAL EXPERTS, INSTRUCTIONAL AIDES, SHORT-TERM/SUBSTITUTE, INTERN,**  
**STUDENT WORKERS AND VOLUNTEERS**

	<b>STUDENT WORKER</b> Must be enrolled in 6 or more units at PCC.	<b>PROFESSIONAL EXPERT, SHORT-TERM/SUBSTITUTE, INTERN</b>	<b>INSTRUCTIONAL AIDE</b>
Cost Centers (Object Code)	2311	2312	2410
Maximum hours worked daily	8 hours (see overtime below for Professional Expert, Instructional Aide, Short-Term/Substitute and Interns)		
Maximum hours worked weekly	Not to exceed 20 hrs./week (NOT eligible for overtime work)	40 hrs./week	
Maximum hours/days per fiscal year	NA	Limited to 900 hours <b>OR</b> 170 days in a fiscal year, whichever comes first	
Timesheet schedule (deadlines)	Refer to Payroll Schedule for Hourly Unclassified and Student Employees		
Pay rates	Refer to Hourly Unclassified Employees Salary Schedule (Professional Expert, Short-Term/Substitute, Intern, Instructional Aides and Student Worker)		
Rest periods (break)	One 10-minute paid break for each 4 hours or major portion of 4 hours worked (not applicable for fewer than 3 1/2 hours) to be taken at the approximate midpoint in the work period. Breaks may not be used to shorten the workday.		
Rest periods (lunch)	Employees working OVER 5 hours must take a 30-minute unpaid duty free lunch period. The lunch period must commence before the employee begins their 5th hour of work. Employees working over 5 hours may combine their 10-minute paid rest break with their 30-minute unpaid, duty-free lunch period. Lunch breaks may not be used to shorten the workday.		
Overtime	Student Workers are NOT eligible for overtime work. Professional Experts, Instructional Aides, Interns, Short-Term/Substitute must receive prior written approval from the immediate supervisor of that area before any overtime work is performed. Daily overtime pay in excess of 8 hours is paid at one and one-half times the regular rate of pay.		
Absences	All absences are unpaid, including jury duty.		
Parking	Students working in any capacity at the College are required to purchase student parking permits and park in the student parking areas. Professional Experts, Instructional Aides, Short-Term/Substitutes, Interns and Volunteers may purchase staff parking permits that allow parking after 12:30 p.m. As an alternative, parking is available for students and other hourly employees at CEC with shuttle to the main campus. In order to obtain a permit, you need to present your staff ID card at the Campus Police Window.		
Benefits	APPLE for Professional Experts, Instructional Aides, Intern, Short-term/substitute		
Livescan	All Student Workers, Professional Experts, Instructional Aides, Short-Term/substitute, Interns and Volunteers must be livescan and BEFORE commencing work.		
Volunteers	Volunteers must be livescanned BEFORE beginning service. Individuals cannot volunteer for the same services for which they have been provided compensation.		