

**Request to Hire Temporary or Occasional,
Part-Time or Full-Time CMC Employee,
Including CGU Graduate Students**

Procedures:

Each hiring department must complete this request form to hire a temporary or occasional, part-time or full-time CMC employee, including CGU graduate students. Please return the completed form with authorizations to the Human Resources department.

Each prospective temporary or occasional employee is required to undergo a background investigation and will be contacted by the background investigation company to complete a Disclosure and Authorization form. Please allow 5 to 7 days for the background check to be completed.

Once the background check is complete, the Human Resources department will notify the individual to schedule a time to complete the I-9 Form and related hiring documents that are required to begin work.

Once the I-9 Form and related hiring documents are completed, the Human Resources department will notify the supervisor that the individual can begin working this assignment and to confirm the start date for the assignment.

Please note the individual cannot begin working until they are cleared by the Human Resources department.

The temporary or occasional assignment will end on the requested end date. To extend an assignment, a new request form with signature approvals must be submitted to the Human Resources department at least two weeks prior to the end of the assignment.

When the assignment ends, employment status of the temporary or occasional employee will be terminated. If an employee is terminated and you wish to rehire them, you must complete a new Request to Hire form and they cannot begin work until a new I-9 Form and related hiring documents are on file in the Human Resources department. Additionally, if the employee has not worked for CMC in over a year, they will also be required to undergo another background investigation before they can begin to work.

Benefits Eligibility

All temporary or occasional employees may become eligible for benefits under the terms and conditions of the Affordable Care Act. Under the Affordable Care Act, full-time temporary or occasional employees become eligible for medical benefits the first of the month following 60 days of employment. Full-time, under the Affordable Care Act, is defined as an employee who works an average of 30 hours per week and who is expected to continue with 30 or more hours per week on a regular basis for a period longer than 90 days. Temporary or occasional employees, who are not determined to be eligible for benefits upon hire, may also become eligible for benefits after the employee has worked an average of 30 hours per week for one year. Supervisors will be notified by the Human Resources Office if/when an employee may become eligible for medical benefits.

If you have any questions about hiring a temporary or occasional, part-time or full-time CMC employee, please contact Yvette Briceno at 909-607-8117 or via email at ybriceno@cmc.edu.

**Request Form for Hiring a Temporary or Occasional, Part-Time or Full-Time CMC Employee,
Including CGU Graduate Students**

Please note that a different form is used when requesting services from a temporary staffing agency, Temporary Staffing Agency Employee - Request to Hire Form: <http://www.claremontmckenna.edu/hr/forms/>.

☐ New Request

☐ Extension of Assignment

- Date of request: _____
- Department: _____
- Department contact person: _____
- Timesheet supervisor: _____
- Account Number to be charged: *(requires approval of Budget Director)* _____
- Hourly rate for non-exempt employee or monthly salary for exempt employee: _____
- Number of hours per week: _____
- Target start date (must be confirmed by HR): _____
- Requested end date: _____

The temporary or occasional assignment can begin and the individual can start working, only after the individual has successfully completed a background check, and the I-9 Form and related hiring documents are on file in the Human Resources department. Human Resources will confirm the start date with the supervisor.

- Indicate reason(s) for hiring a temporary or occasional, part-time/full-time employee:

- Duties individual will perform:

- Job Title: _____
- Office Location and Phone Extension: _____
- Full Name of Individual: _____
- Personal Phone Number and E-mail Address for Individual: _____

- Please indicate which category best describes the individual:

☐ Recent CMC or TCC Grad ☐ CGU Grad Student ☐ Non TCC College Student

☐ High School Student with Valid Work Permit ☐ Other: _____

(Valid Work Permit MUST be attached or the Request to Hire Form will not be processed.)

- Please confirm what services the employee will need for this assignment:

☐ CMC E-mail Account ☐ CMC Login Credentials ☐ Access to Department Drives

☐ Temporary ID Card ☐ Other: _____

Approvals:

(All three signatures must be obtained before submitting to Human Resources.)

Department Vice President: _____ Date: _____

Department Manager: _____ Date: _____

Budget Director: _____ Date: _____