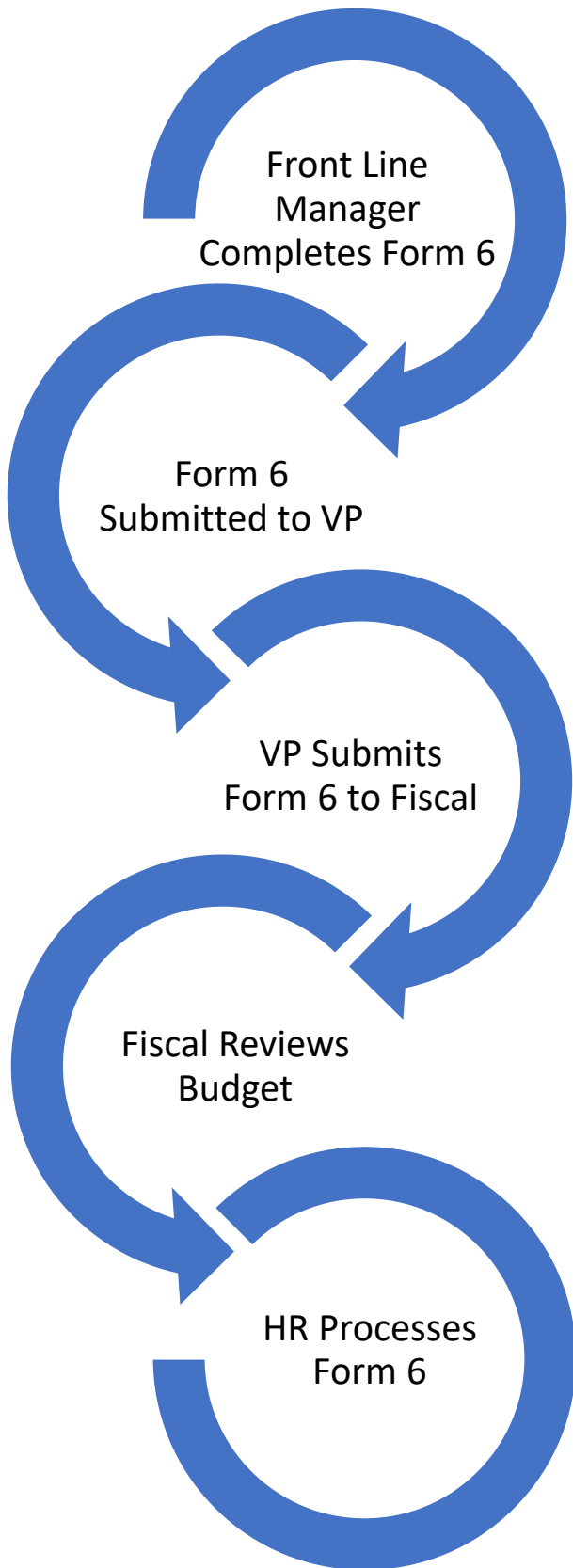


# Form 6 Approval Process



Manager/Supervisor prepares Form 6. Must have name(s) of timesheet approver(s) **and** budget manager signature on form.

Manager/Supervisor submits Form 6 to appropriate VP for approval.

VP Submits Form 6 to:  
[accountants@solano.edu](mailto:accountants@solano.edu) for fiscal review. Accountant must receive the Form 6 four days before it is due to HR to be placed on Board Agenda (see Board Material Preparation Schedule), to give time for the fiscal approval process.

Accountant will review budget. If there is a problem with the budget, the accountant will work with budget manager to resolve. Once resolved, accountant will sign Form 6 and forward to Human Resources.

HR will process Form 6 once all signatures are on Form 6. HR will submit a copy to payroll of the finalized form 6.

***Note: If new employee, all employment paperwork must be received, and all clearances (TB/fingerprints) must be cleared prior to start date.***

# When to Use a Form 6

## Education Code Section 88003

Substitute and short-term employees employed and paid for less than 75 percent of a college year, shall not be part of the Classified Service.

## Solano Community College Board Policy 4710

**Short-term employee:** 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 continual basis. **May not exceed 25 hours per week or 100 hours per month.**

- ***Short Term Project*** – Cannot exceed 150 work days or 999 hours per fiscal year; **whichever comes first.**
- ***Short Term Seasonal*** – Cannot exceed 135 work days or 999 hours per fiscal year; **whichever comes first.**
- ***Short Term Periodic*** – Cannot exceed 105 work days or 999 hours per fiscal year; **whichever comes first.** (Not to exceed more than 35 days each semester, or summer session.)

**Substitute employee:** Any person employed to replace any classified employee who is temporarily absent from duty and an employee who has resigned or retired as long as the position is in the process of recruitment. **May not exceed 25 hours per week or 100 hours per month.**

- ***Leave of Absence Substitute*** – Cannot exceed 150 work days or 999 hours per fiscal year; **whichever comes first.**
- ***Resigned or Retired Substitute*** – Cannot exceed 60 calendar days including Saturdays and Sundays. If needed, an extension may be requested by the Department Manager and forwarded to HR for approval. (CSEA positions will require Association approval.) May not exceed 999 hours per fiscal year; PERS retirees may not exceed 960 hours; **whichever comes first.**

**Student worker employee:** Full-time students employed part-time and part-time students employed part-time in any college work-study program or in a work experience education program and which is financed by state or federal funds. **May not exceed 25 hours per week or 100 hours per month.**

**Regular Employee – Additional Assignment:** Any regular employee who will be working in an additional assignment temporarily. **Due to complications in the Fair Labor Standards Act, classified employees with an additional assignment may not work any overtime. Stipends are not an option for classified employees.**

**Hourly Academic (Faculty):** Any additional assignment given to faculty member; may be a Full-time faculty member, or an Adjunct faculty member.