



CASUAL EMPLOYEE  
REQUEST AND REPORTING

F03.00  
Revised  
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**PROCEDURE**

Introduction

Casual Employee Request and Reporting is a procedure for employment and payment of temporary short-term employees hired by the District. Casual employees are not entitled to benefits, and payroll deductions are only taken for social security, industrial insurance, and if appropriate, federal income tax.

1. Definition - A casual employee provides occasional and incidental service of a temporary, short-term nature, and is supervised by District personnel. Typically, casual employment should not exceed a period of three months.

Note: If the assignment will last longer than estimated, the Personnel Department should immediately be notified to determine if another employment/payroll process is appropriate for this situation.

2. Limitations
  - A. The individual identified as a casual employee must be currently employed by the District.
  - B. The appropriate rate of pay should be obtained from, and approved by the Personnel Services Department.
  - C. Program approval must be obtained from the program manager or department head in advance of the casual employment assignment.

Procedures

1. Obtain casual employee request and reporting forms (OIM-22-2 REV. 11-84) from the Personnel Services Department.
2. Identify the task to be performed and the individual who will perform the task, and the estimated time period for this assignment.
3. Complete the "employee information," and "program information" sections of the form.
4. Contact the Personnel Services Department to obtain the appropriate rate of pay.

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Adopted:  
Former Code(s): F03.00  
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Revised: JUL 1985  
Repealed:



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5. Obtain "program approval" from the program manager or department head.
6. Record the actual hours worked by the casual employee.
7. Obtain the employee's signature and the program manager's signature on the a form, verifying that the hours reported worked are accurate.
8. Attach a photocopy of the employee's social security card and form W-4.
9. Attach a copy of work permit if the employee is under age 18.
10. Submit to Payroll Services for processing.
11. Completed casual employee request and reporting forms received in payroll services will be processed in accordance with payroll cut-offs and procedures.