

Fullerton College Professional Experts

History

Created to enable outside personnel to be hired to do specific tasks for a short time period. Is most commonly used for existing employees to be paid to work outside their normal job.

Salary

Salary levels is on the PE1 form, which is to be completed to employ a professional expert.

Process

Manager determines there is a need and money in the Non-instructional Salaries Account (these services are charged to 23400 account).

Manager completes Professional Expert Agreement Forms (PE1, PE2 and PE3) and routes through the campus for approval:

Originator → Budget Officer → VP → President → Personnel Specialist → District

District places on Board agenda for approval.

Employee is not to begin working until an approval in writing is received from District Human Resources.

Procedure and Forms

Located on the campus server:

J:drive/Forms and Procedures/Professional Experts