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Chapter Lead Kristina Hannon:
Chapter 3(CC)&7
Policy Area Chapter 7 Human
Resources
References Non CCLC

BP 7236 Substitute and Short Term Employees

(Replaces current SBCCD BP 7245)

The Chancellor is responsible for authorizing the hiring of short-term employees. A short-term employee is a person employed to perform a service for the District, upon completion of which, the service required or similar service will not be extended or needed on a continuing basis.

Before employing a short-term employee, the Board of Trustees, at a regularly scheduled Board meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The ending date may be shortened or extended by the Board, but shall not extend beyond seventy-five percent of an academic year.

Reference:

Education Code Section 88003

Attachments

- [BP 7236 Substitute and Short Term Employees - Comments](#)
- [BP 7236 Substitute and Short Term Employees - Legal Citations](#)
- [BP7236-OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
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Final Board Approval

Policy Stat

01/2020

Reviewed and Approved per AP
2510

Policy Stat

01/2020

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