



Origination 06/1999
Last Approved 01/2020
Last Revised 01/2020
Next Review 01/2030

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Chapter 3(CC)&7
Policy Area Chapter 7 Human
Resources
References CCLC | Good
Practice/
Optional

AP 7236 Substitute and Short Term Employees

SHORT-TERM/SUBSTITUTE HOURLY EMPLOYEES

A. **Definition**

A short term or substitute employee is any person who is 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. (Ed Code 88003) Short-term employees include hourly employees hired under grant provisions or with special funds and professional experts.

B. **Term**

- 1. Short term employees shall be employed on an hourly basis and shall be employed for less than 175 working days in any school year, including holidays, sick leave, vacation and other leaves of absence irrespective of number of hours worked in a day.*
- 2. Short-term employees working over 30 days per semester may not work over 60 hours per monthly pay period without written approval of the Chancellor or designee.*
- 3. Short-term employees shall be assigned from a pool of candidates maintained in the Office of Human Resources. Supervisors may request a list of eligible short-term employees by category.*
- 4. Substitute employees shall be employed in a classified position in the absence of the regularly assigned personnel. When the absence is caused by a vacancy, the substitute shall not be employed for more than 60 calendar days.*

C. **Authorization**

Short-term and substitute employment must be approved by the Chancellor or his/her designee before an employee may be assigned.

D. Benefits

Short-term and substitute employees do not earn District health and welfare benefits.

E. Shift Differential

Short-term and substitute employees will be paid a shift differential on the same basis as members of the classified service.

F. Rates

- 1. The Office of Human Resources shall maintain a list of Board approved short-term hourly positions and rates of pay.*
- 2. Compensation for substitute employees shall be at the hourly rate for the first step of the appropriate range on the regular classified salary schedule.*
- 3. Any former employee of the classified service brought back to the District as a substitute employee in the same job classification he/she left will be paid up to the range and step held upon leaving the District, depending upon the recency of experience and the nature of the assignment.*
- 4. No one will be placed higher than the hourly rate for the first step if they have not been a member of the classified service in the District within the last two years.*

G. Assignments

Short-term and substitute employees shall be assigned from a pool of candidates maintained in the Office of Human Resources. Supervisors may request a list of eligible short-term and substitute employees by category.

Reference:

Education Code Section 88003

Approval Signatures

Step Description	Approver	Date
Final Board Approval	Policy Stat	01/2020
Reviewed and Approved per AP 2510	Policy Stat	01/2020