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4 DELEGATION, HUMAN RESOURCES  
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6 A. Authorization to Hire  
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8 The authority to contract for employee services is vested in the Board of Trustees. No  
9 employment is final until the Board takes official action. In the case of short-term  
10 hourly/substitute and student employees, the Board delegates the Chancellor or his/her  
11 designee as the authorizing agent for hire.  
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13 B. Recommendation for Hire  
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15 Recommendations to fill vacant positions or establish new positions may come from the  
16 Chancellor, the College Presidents, or the Vice Chancellor of Human Resources. The  
17 recommending agent must ensure that funds are available to cover the cost of replacement  
18 or new positions. The Human Resources Office is responsible for the filling of authorized  
19 positions through the established hiring policies and procedures.  
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21 C. Recommendation to Hire Student Employees  
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23 The Career Center at SBVC and the Campus Business Office at CHC are responsible for  
24 processing of student employees including placement, classification, and interface with the  
25 Human Resources and Payroll offices.  
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27 D. Employee Categories  
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29 Employees are assigned to various categories of employment according to Education Code  
30 definitions and provisions.  
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32 1. Academic Employees  
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34 Probationary and regular academic employees are teaching faculty, non-teaching  
35 faculty, and Board designated management, and supervisory employees who are  
36 paid a monthly salary.  
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38 2. Academic Hourly Employees  
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40 Academic hourly employees are teaching faculty, non-teaching faculty and Board  
41 designated management and supervisory employees who are employed on a  
42 temporary basis at an hourly rate. This category includes overload assignments  
43 paid on an hourly basis to regular and probationary academic employees.  
44 Limitations on hourly assignments for academic bargaining unit members are  
45 stated in the SBCCDTA contract. Each hourly academic employee shall file a  
46 statement of Minimum Qualification with the Human Resources Office before any  
47 service is performed or any payment for services is made. Full-time classified  
48 employees who work in an academic hourly capacity must reduce their classified  
49 contract by the same number of hours per week.

50 3. Academic Substitute Employees  
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52 Academic substitutes are employed in short- and long-term assignments.  
53 Compensation shall be at the appropriate hourly instructional rate for short-term  
54 substitutes or at the appropriate monthly salary for long-term substitutes. Each

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academic substitute shall file a statement of Minimum Qualification with the Human Resources Office before any service is performed or any payment for services is made. Any substitute must be approved by the Human Resources Office and the Board.

4. Regular and Probationary Classified Employees

The regular and probationary classified service includes those employees who do not serve in academic positions but have a designated title, a regular minimum number of assigned hours per day and a specific statement of required duties. These employees are salaried personnel.

5. Short-Term Hourly Employees (non-student)

These employees are employed in positions where the work is usually of a short duration or intermittent in nature. They are paid on an hourly basis. A Request for Short-Term/Substitute Employee must be approved before any work is begun. Specific provisions for short-term hourly employees are listed in Board Policy.

6. Classified Substitutes

Classified substitutes may be provided when a position becomes vacant or when an employee is sick or on vacation. The Request for Short-Term/Substitute Employee is required before a substitute begins work. Substitutes must be approved by the Vice Chancellor of Human Resources. Classified substitutes start on Step A unless previously employed in the District within the previous 24 months. Substitutes shall be employed on an hourly basis. Substitutes in a vacant position shall be employed for no more than 60 calendar days in the assignment.

7. Student Employees

Student employees perform duties assisting an academic program or other general labor or general office duties. Students may be hired as student hourly or work-study employees. Special eligibility criteria and limited use conditions apply as listed in Board Policy. These employees are treated as classified hourly personnel for payroll purposes.

ADOPTED: 6/10/99