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6 **SHORT-TERM HOURLY EMPLOYEES**

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8 SHORT-TERM/SUBSTITUTE HOURLY EMPLOYEES  
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10 **A. Definition**  
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12 A short-term or substitute employee is any person who is employed to perform a service for  
13 the District, upon completion of which, the service required or similar service will not be  
14 extended or needed on a continuing basis. (Ed Code 88003) Short-term employees include  
15 hourly employees hired under grant provisions or with special funds and professional  
16 experts.  
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18 **B. Term**  
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- 20 1. Short-term employees shall be employed on an hourly basis and shall be employed  
21 for less than 175 working days in any school year, including holidays, sick leave,  
22 vacation and other leaves of absence irrespective of number of hours worked in a  
23 day.  
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25 2. Short-term employees working over 30 days per semester may not work over 60  
26 hours per monthly pay period without written approval of the Chancellor or  
27 designee.  
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29 3. Short-term employees shall be assigned from a pool of candidates maintained in  
30 the Office of Human Resources. Supervisors may request a list of eligible short-  
31 term employees by category.  
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33 4. Substitute employees shall be employed in a classified position in the absence of  
34 the regularly assigned personnel. When the absence is caused by a vacancy, the  
35 substitute shall not be employed for more than 60 calendar days.  
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37 **C. Authorization**  
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39 Short-term and substitute employment must be approved by the Chancellor or his/her  
40 designee before an employee may be assigned.  
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42 **D. Benefits**  
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44 Short-term and substitute employees do not earn District health and welfare benefits.  
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46 **E. Shift Differential**  
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48 Short-term and substitute employees will be paid a shift differential on the same basis as  
49 members of the classified service.  
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51 **F. Rates**  
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54 1. The Office of Human Resources shall maintain a list of Board approved short-term  
55 hourly positions and rates of pay.  
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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.

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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.

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**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.

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ADOPTED: 6/10/99