

## Chapter 7 - Human Resources

### AP 7236 Substitute and Short-Term Employees

#### Reference:

Education Code Section 88003

#### Substitute Employees

"Substitute employee" means any person employed to replace any classified employee who is temporarily absent from duty. Substitute employees may be hired for not more than 60 calendar days if the College is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position.

Substitute employees are advised that they will be substituting for a vacant position not to exceed 60 days or for a classified employee who is temporarily absent from duty, not to exceed 75 percent of the College year or 195 days no matter how many hours per day they work. Further, they are advised that the substitute assignment is not considered part of the classified service, and there is no entitlement to employment rights to that position or any other position in the District.

All substitutes must complete the Substitute Employee Notice at the time of hire. Substitutes are advised of the requirements to contribute to PERS if he/she works past 1,000 hours per College year. Either party (substitute or the College) can terminate this working relationship at any time. The only notice required shall be verbal notification prior to the end of the last day worked. Neither party is required to provide any reason for the separation/termination of employment as a substitute.

#### Short-Term Employees

"Short-term employee" means any person who is employed to perform a service for the College upon the completion of which the service required or similar services will not be extended or needed on a continuing basis. Short-Term employees shall not work more than 75 percent of a college year or 195 days no matter how many hours per week they work.

All Short-Term employees must complete the Short-Term Employee Notice at the time of hire. Short-Term employees are advised of the requirements to contribute to PERS if he/she works past 1,000 hours per College year. Either party (short-term employee or the College) can terminate this working relationship at any time. The only notice required shall be verbal notification prior to the end of the last day worked. Neither party is required to provide any reason for the separation/termination of employment as a Short-Term Employee.

Please refer to the Procedure Guidebook for Hiring Short-Term, Substitute, Professional Expert & Student Employees. Included in these procedures are all forms that must be completed at the time of hire. The requisite forms contain clear parameters regarding employment of the aforementioned groups.

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