

Mt. San Antonio Community College District

Substitute Hourly Pay Schedule

Effective July 1, 2017

HR Guidelines for Hiring a Substitute Employee:

- Substitute employee means any person employed to:
 - Replace any classified employee who is temporarily absent from duty **OR**
 - Temporarily fill a vacancy in any classified position, if the District is engaged in a procedure to hire a permanent employee to fill said vacancy.
- To replace a classified employee, substitute shall not be employed more than 75% of a college year (FY July 1 – June 30) (or 195 days) regardless of how many hours worked in a day (EC§88003).
- To fill a vacancy, substitute may not be employed for not more than 60 calendar days (EC§88003).
- At-will, no entitlement rights to any position in the District, and not benefits eligible.
- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15).
- Substitute Pools are only currently provided for Custodial Services and Grounds

Job Category	Brief Description
Any classified Unit A or Unit B classification	Absence, vacancy or pool of any classified Unit A or Unit B classification. Paid at step 1 of salary range substituting for.