

EMPLOYMENT OF CLASSIFIED SHORT-TERM/SUBSTITUTE EMPLOYEES

Substitute Employee: An employee replacing a monthly employee on leave of absence except vacation leave, or filling a vacant permanent position during the recruitment/selection period.

Short-term Employee: An employee occupying a short-term position (hourly) (includes replacement for a monthly employee on vacation leave).

Year: July 1 - June 30

Day: One or more hours in a twenty-four hour period.

Position: An assignment to be performed under one position ID# for an organizational unit and which utilizes one work station/area for up to eight hours per day (ten hours during summer) for one or more days in a work week.

1. Substitute assignments to fill a position during the recruitment period shall not exceed 90 work days. Those substitutes who exceed 194 workdays in the fiscal year shall not gain permanent employment right with the District. However, the agency shop provisions of this contract shall cover the employee.
2. A short-term employee shall not work more than 175 work days in a fiscal year. A short-term employee who exceeds 175 work days in the fiscal year will be paid an hourly rate based on the regular classified salary schedule. If the employee exceeds 175 workdays that employee will not gain permanent employment rights. However, the agency shop provisions shall cover that employee.

A short-term employee who exceeds 165 work days for two consecutive fiscal years will be paid an hourly rate based on the regular classified salary schedule. If the employee exceeds 165 workdays that employee will not gain permanent employment rights. However, the agency shop provisions shall cover that employee.

3. A short-term position shall not exceed 175 work days in a fiscal year. A short-term position which exceeds 175 work days in the fiscal year will automatically become a regular position and will be opened for filling.

A short-term position which exceeds 165 work days for two consecutive fiscal years will automatically become a regular position on the 166th work day of the second consecutive fiscal year and will be opened for filling.

4. Substitute and short-term employees must meet the minimum qualifications of the job to which they are assigned.
5. Prior to employment, the employee is required to complete the following documents:
 - a. Oath of Allegiance
 - b. Employment Eligibility Verification (Immigration and Naturalization Service I-9 Form)
 - c. Classified Employment Application
 - d. State and Federal Withholding Forms
 - e. Public Employees Retirement System (PERS) Information Sheet
(Hourly employees will be required to contribute to PERS upon completing 1,000 hours of work in a fiscal year.)
 - f. Tuberculosis if applicable.

6. The site human resources office will complete a Request to Process Classified Hourly for submission to District Human Resources. The request is to include the hiring classification, position ID#, effective date, work schedule and budget account number.
7. Time cards for employees shall include the classification title and position ID number.
8. The number of days worked by position ID number and by employee will be monitored by the hiring manager in conjunction with the site payroll office.

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Public Employees, Local 1, Article 25