

AP 7236 SUBSTITUTE AND SHORT-TERM EMPLOYEES

Reference:

Education Code Section 88003

Classified Substitute Employee

- A. Any person employed to replace any classified employee who is temporarily absent from duty.
- B. If the District is engaged in a procedure to hire a permanent employee to fill a vacancy, one or more substitute employees may be hired for not more than 60 calendar days. Exceptions will be addressed with the appropriate bargaining unit.

Short-Term Employee

- A. Any person employed to perform a service for the District upon the completion of which the service required or similar services will not be extended or needed on a continuing basis.
- B. The Education Code allows the employment of short-term employees outside the Classified Service under specified conditions:
 - 1. The person can only be employed to perform a short-term service, upon the completion of which, the service will not be extended, and
 - 2. Short-term employee services shall not exceed 165 working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.
 - 3. Short-term employees may not exceed 37.5 hours per week. Short-term and substitutes may be granted overtime only with the authorization of their manager.
 - 4. Commercial temporary employment agency services may be used
 - 5. No short-term employee may be assigned or allowed to begin work prior to the completion of appropriate Human Resources requirements.

Academic Substitute Employee

- A. Any person employed to replace any academic employee who is temporarily absent from duty.
- B. Substitute employees may be hired as needed.

Exceptions to these provisions which are not set forth in law may be granted by the Superintendent/President or designee.

Also see BP/AP 7270 Student Workers and AP 7212 Temporary Faculty

Office of Primary Responsibility: Human Resources

Date Approved: July 19, 2011 (*Replaced College of Marin Policy 5.0009*)

Date Revised: December 11, 2012

Date Reviewed/Revised: February 15, 2022