OVERVIEW

Substitute employees may be hired:
1) to replace a classified employee who is temporarily absent from duty
   OR
2) while the District is engaged in the recruitment and selection process for a
   permanent replacement of a classified position (for up to a maximum of 60
   calendar days).

DEFINITION

“Substitute employee” …means any person employed to replace any classified
employee who is temporarily absent from duty. Additionally, if the district is engaged in a
procedure to hire a permanent employee to fill a vacancy, that vacancy through may be
filled, for not more than 60 calendar days, by the employment of substitute employees…. (Education Code §88003)

EMPLOYMENT CRITERIA

Substitute non-academic employment is subject to the following:

Classification and Pay Rate
- Substitute employees may be hired in CSEA, L-39 or Confidential classifications.
- Substitute employees shall be paid at 95% of the appropriate hourly rate (at Step A).

Length of Service
- Substitute employees who are hired to fill a vacancy which is currently being
  recruited for are restricted to no more than 60 calendar days of service (per
  Ed. Code §88003).
- Substitute employees who are hired to replace an employee who is
temporarily absent from duty may work no more than an 180 working days in
a given fiscal year.

Workdays and Hours
- Substitute employees may not work in excess of eight hours per day or forty
  hours per week.
- Any day in which a Substitute employee renders service is considered a work
day, regardless of the number of hours worked (e.g. 1 hour = one day; 4
  hours = 1 day; 8 hours = 1 day.)
- The hiring manager is responsible and accountable for monitoring the number
of days worked to ensure that the employee does not exceed the number of
days authorized.

Employee Start Date

- An employee is not authorized to start work until all authorization signatures
  have been obtained and all requisite employment paperwork has been
  received by the Human Resources Office. The District is not responsible for
  the payment of wages due to an individual who has been allowed to begin
  work prior to approval.

PROCEDURES

Processing a New Employee

1. The Department completes a ‘Substitute Employment Notice’ (form HR-08) with the
   following completed employment paperwork attached:
   - Application for Classified Position
   - Short-Term/Substitute Employment Conditions/Acknowledgement
   - Employment Eligibility Verification (I-9) (with copies of supporting documents
     attached)
   - Employee’s Withholding Allowance Certificate (Form W-4)
   - Retirement Questionnaire
   - Physician Designation
   - Oath of Affirmation/Drug Free Workplace/Privacy Form/
   - Designation of Person to Receive Warrants
   - Photocopy of Social Security Card taken by Department staff

2. The Manager/Supervisor signs the ‘Substitute Employment Notice’, verifying that
   all appropriate information and employment documents are attached, and routes it to
   Human Resources.

Resources:

- ‘Substitute Employment Notice’ (HR-08) is available at: R:\Human
  Resources\Employment Forms and Procedures\Employment Notices
- CSEA, L-39 and Confidential Salary Schedules are available on the web at
  http://www.hartnell.edu/hr/forms.html