



## **EMPLOYING SUBSTITUTE NON-ACADEMIC EMPLOYEES**

Human Resources & Equal Employment Opportunity

### **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 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
  - 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.