



Robert L. Sammis, Director
Office of Human Resources

TO: Short-Term and Substitute Employees

We are pleased that you have been hired at Citrus College as a Short-Term employee on a project basis, or as a Substitute employee. Please take a few minutes to review the District's Administrative Procedure (AP 7302) on Short-Term and Substitute Employees, sign where indicated, and bring this entire document with you to your processing appointment in Human Resources.

AP 7302 Short-Term and Substitute Employees

Reference: Education Code Section 88003

I. Short-Term Employees

1. Definition

- a. A short-term employee is any person who is 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. A short-term employee, unless he/she is a regular classified employee working in a short-term assignment during unassigned time, is not a member of the classified service.

2. Length of Employment

- a. A short-term employee is employed with the understanding that his/her association with the District will last only through a certain period of time or academic term.
- b. A short-term employee may not exceed 170 working days (including holidays) during the fiscal year irrespective of the number of hours worked per day.
- c. In addition to the 170 working day limitation, a short-term employee may not work in excess of 900 hours during the fiscal year.

3. Salary and Benefits

- a. A short-term employee is paid in accordance with the salary schedule established by the Office of Human Resources.
- b. A short-term employee is not eligible for vacation, sick leave, holiday pay, or health benefits.
- c. A short-term employee is not exempt from overtime pay.

4. Authorization

- a. A short-term employee may not begin working until after the Board of Trustees, at a regular meeting, has approved the employment of the short-term employee establishing the service (duties) to be performed and the end date for the employment of the short-term employee.
- b. The ending date may be shortened or extended by the Board of Trustees, but shall not extend beyond the period as specified in Section 2b above.
- c. A Short-Term, Non-Academic Employment request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustees for employment authorization.

5. Special Provisions

- a. A regular classified employee may not be employed as a short-term employee, except those regular classified employees whose assignment is less than 12 months, and then only during his/her unassigned time.
- b. During the term in which a student is employed as a student worker, he/she may not be also employed as a short-term employee.
- c. A short-term employee, who is also a student at the District, may not be employed as a student worker during the term.
- d. A short-term employee may not be employed simultaneously in multiple assignments.

II. Substitute Employees

1. Definition

A substitute employee is any person employed to:

- a. replace any classified employee who is temporarily absent from duty (e.g illness leave or any other authorized leave); or
- b. serve in an existing authorized open position for not more than 60 calendar days while the District is engaged in the recruitment and selection process to fill the position.

2. Length of Employment
 - a. A substitute employee may be employed for the duration of the temporary absence of a regular classified employee provided the substitute employee's total number of work days does not exceed 170 working days (including holidays) during the fiscal year irrespective of the number of hours worked per day, except as provided in Section 1b above.
 - b. In addition to the 170 working day limitation, a substitute employee may not work in excess of 900 hours during the fiscal year.
3. Salary and Benefits
 - a. A substitute employee is paid at the hourly rate for the first step of the appropriate salary range and classification as set forth on the regular classified salary schedule.
 - b. A substitute employee is not eligible for vacation, sick leave, holiday pay, or health benefits.
 - c. A substitute employee is not exempt from overtime pay.
4. Authorization
 - a. A substitute employee may not begin employment until after the Board of Trustees, at a regular meeting, has approved the employment of the substitute employee.
 - b. A "Substitute Employment" request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustees for employment authorization.
5. Special Provisions
 - a. A full-time regular classified employee may not be employed as a substitute employee, except those regular classified employees whose assignment is less than 12 months, and then only during his/her unassigned time.
 - b. A less than full-time regular classified employee may not be employed as a substitute in his/her regular classification.
 - c. During the term in which a student is employed as a student worker, he/she may not be also hired as a substitute employee.
 - d. A substitute employee, who is also a student at the District, may not be hired as a student worker during the term.
 - e. A substitute employee may not be employed simultaneously in multiple assignments.

Your supervisor will keep track of both the number of days and the number of hours worked on your assigned project; you should also keep track. **You will not be approved to work beyond the approved project length without the approval from the Director of Human Resources.** You may not continue to work for Citrus College if you reach 170 days or 900 hours, whichever comes first. Your supervisor will be notified as you get close to reaching your limitations.

You will be paid on the 10th of the month following the month you work. Your paycheck will be available at the Cashier's Office after 1:00 p.m. The Cashier's Office is located on the 2nd floor of the Educational Development (ED) building, west stairway. **Your paycheck will not be mailed to you,** except by written request to the Payroll Department.

TIME CARDS: You must turn in your white time card to the Payroll Department, 2nd floor of the Educational Development building, by the 26th of each month in order for you to be paid on time the following month.

PARKING PERMIT: You may obtain a parking permit for Short-Term and Substitute employees from Campus Safety.

Thank you for your cooperation.

Signature X _____ Date _____

Your signature here indicates you have read the information above and will adhere to the rules and regulations by which all Short-Term and Substitute employees must abide.

Please complete this form and bring it with you to your new hire processing appointment in Human Resources.