

## **Short-term, Substitute, Professional Expert and Student Employees**

### **HR Administration Rules to Remember:**

**Important Fact: School Year and Fiscal Year are the same. July 1-June 30<sup>th</sup>.**

#### **Short Term Definition:**

Any person who is employed to perform a service for the District, upon completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the Governing Board, at a regularly scheduled board meeting, shall specify the service required to be performed and shall certify the ending date of the service. The ending date may be shortened or extended by the Governing Board, but shall not extend beyond 75 percent of a school year. "Seventy-five percent of a college year" means 185 working days including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day. If a short term employee works one or more assignments within the school year, s/he may not work more than 185 days combined.

#### **A. Short Term- Peak period**

Short term employees may be hired for peak periods which shall not exceed sixty (60) working days unless mutually agreed upon by the District and CSEA and submitted again for Governing Board approval.

#### **B. Substitute for an Active Employee**

Any person employed to replace any classified unit member who is temporarily absent may be employed up to 185 working days including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.

#### **C. Substitute for Vacant Position**

If the District is engaged in a procedure to hire a permanent unit member to fill a vacancy in any classified position, the Governing Board may fill the vacancy through the employment, for not more than sixty (60) working days, of one or more substitute employee.

**D. Intermittent Substitute (Police and Cosmetology only)**

A short term substitute may be hired for a maximum of 10 consecutive days.

**E. Athletic Support Services**

A short term employee may be employed for a maximum of 60 days per peak period.

From Ed Code

- 88003 Defines short term employee time frame of 195 working days of a college year
- 88076 Defines terms of a Professional Expert
- 88196 Substitute pay is discussed

CalPERS

Once a short term/substitute employee works 1000 hours in a fiscal year, h/she must be added to CalPERS. If the employee has worked less than 1000 hours by June 30<sup>th</sup> of any year, the hours count for CalPERS starts at 0 on July 1<sup>st</sup>.

MOU – Memo of Understanding

For all Assistant coaches who work on a temp basis, they must sign a MOU in order to be employed. The MOU will include the time period of the assignment, the maximum number of hours per week a coach is allowed to work, and what the stipend amount will be.

The employee should make no less than \$18 an hour.

Coaches are assigned a level of work, depending on their hours of work. 7/11/17

#### In-Season

Level 1	480 hours max.	up to \$8,640
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Level 2	290 hours max.	up to \$5,220
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Level 3	90 hours max.	up to \$1,620
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#### Off-Season

Level 1	190 hours max.	\$3,420
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Level 2	90 hours max.	\$1,620
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Level 3	45 hours max.	\$ 810
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All Counseling Interns must sign a MOU in order to receive a stipend. The MOU will include the time period of the assignment, the maximum number of hours per semester an Intern is allowed to work, and what the stipend will be.

Interns are assigned a level of work depending on their hours of work.

Level 1	280 hours max	\$5,040
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Level 2	90 hours max.	\$1,620
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Student Employees
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- No student employee should be performing classified work.
- Student Employees may work a maximum of 20 hours per week.
- Student employees working in the summer should normally work no more than 34 hours per week, however 40 hours per week may be granted in special circumstances.
- Student Employees must have a start and an end date within the semester.
- Federal Work Study students may be approved for the whole year. Federal Work Study Students only need the signature of direct supervisor; it does not need fiscal services signature.

- College Work Experience Program and Win Cal/Works may be elected for only one semester at a time.
- Student Employees do not need to be board approved.
- Student must be taking the minimum number of semester hours in order to work for the district:

Regular semester	6 units
Summer term	3 units
Interim term	6 units in prior or following semester

- Neither work study students nor work experience students shall be employed so as to replace classified bargaining unit members. In the event of layoff, reduction of hours, or abolishment of bargaining unit positions, no work performed by bargaining unit members shall be transferred to create new positions, or to unlawfully increase any work being performed by work experience, work study or short term employees.
- If an administrator requests to hire a student during the summer and the student is not enrolled in the summer session, the administrator may submit a request to waive the unit requirement for the summer. HR may approve the request if the student is enrolled in a minimum of 6 units in the prior Spring and the following Fall semesters. Make sure to verify that the student is registered for the Fall semester.

#### Professional Expert:

A Professional Expert must have a start date and an end date on the Election Request form. Professional Experts may be hired for up to one semester at a time.

#### Project Assistant/College Mentor for Student Success

A Project Assistant/College Mentor may be hired for short service periods, for example: up to 6 weeks. They may not keep hiring new Project Assistants and rotating people in and out of the position. College Mentors should not be employed at any other time than over the summer.

## Interpreters

Interpreters are Professional Experts who are hired on a short term basis for up to one semester at a time. They must have a beginning and end date on the Board Election. Interpreters may provide service for students or employees, however different funding sources are charged for service for students vs. service for employees. The Interpreter is to keep a log of the date the service was provided, and the name of the student or staff person for whom service was provided.

Interpreters are to be paid according to the following schedule:

Interpreter – Trainee	\$35
Interpreter I	\$40
Interpreter II	\$50
Interpreter III	\$55
Interpreter IV	\$60
Interpreter V	\$65
Real-time Captioner	\$65

## Police Short-Term and Cadets

Short-term, Non-sworn police department employees must go through an ‘Abbreviated Background’ check and be fingerprinted for DOJ and FBI clearance. (CSOs, Cadets)

Short-term, sworn officers must go through the entire background, medical, psych and polygraph process. (Police Officers, Dispatchers)

## FAQs:

1. Q: When counting days worked, what days do I take into account?

A: 185 days means working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.

2. Q: If a substitute is hired to replace a classified unit member on a leave for 5 months, can we elect the sub for the full 5 months?

A: Yes, if we know the leave is going to be for a specific length of time and it is less than 185 days, we can elect the sub for the full length of the leave.

3. Q: If a short term employee works for 180 days through June 30<sup>th</sup> of any year, and the supervisor wants to continue to employ the person in the same position, does the count change to 0 on July 1<sup>st</sup> and the employee continue to work for up to 185 additional days?

A: Yes

4. Q: If a short term employee is in one position from March 1-June 30<sup>th</sup>, and then returns for an assignment in another position on July 1<sup>st</sup>, does the day count start over?

A: Yes

5. Q: If a substitute is hired for an active employee who is out on a leave, does the substitute make 90% of the employee's current salary, or 90% of Step A for the position of that employee?

A: The substitute makes the amount on the Substitute Salary Schedule for the appropriate position. Rates are posted on the website.

6. Q: If a substitute is hired for a permanent employee who is temporarily absent, the substitute will earn the amount on the Substitute Salary Schedule for that position. But what if, in addition to the substitute being hired, the supervisor needs to hire two short term employees in the same classification as the substitute to help with a peak period? Do the two short term employees earn 100% of Step A for the position, and the substitute earns 90% of Step A?

A: Both will earn 90% of Step A per the Substitute and Temporary Classified Hourly Pay Rates Salary Schedule on the Human Resources website.

Procedures/Short Term/Short term