

Substitute and Short-Term Assignments

Approval by the Board of Trustees must be obtained before a short-term or temporary worker may begin work. The service required to be performed by the worker and the ending date of the service will be certified by the board. The ending date may be shortened or extended by the Board, but cannot extend beyond seventy-five percent (75%) of the academic year.

"Substitute employee" means any person employed to replace any classified employee who is temporarily absent from duty. In addition, one or more substitute employees may be hired for not more than sixty (60) calendar days if the district is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position. Approval by the Board is not necessary before a substitute worker may begin working an assignment. The substitute's assignment should be ratified at the next board meeting.

"Short-term employee" means 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. Short-term employees, employed and paid for less than seventy-five percent (75%) of an academic year, shall not be a part of the classified service and do not earn the benefits of regular employment.

"Seventy-five percent (75%) of an academic year" means one hundred ninety-five (195) working days, regardless of the number of hours worked per day and inclusive of sick days.

Multiple Assignments

Due to the difficulty of tracking overtime for multiple assignments, the payment of blended overtime rates, separately tracking sick and vacation leaves, confirming hours in multiple classifications at retirement, and other employee relations issues, the district has outlined the following limitations on assignments for non-exempt employees.

Employee Type	Guidelines
Permanent, part-time, classified employees	1. May not work in more than one permanent, part-time classified position. 2. May accept work concurrently in one other temporary classification (short-term, substitute, and/or interim assignments) provided that the total hours worked do not exceed eight (8) hours in one day and forty (40) hours per work week for both assignments <u>combined</u>. 3. Effective January 1, 2027, may not work in an associate faculty assignment. (Exception: employees who had an associate faculty assignment during the 2024–2025 or 2025–2026 academic year will be considered legacy associate faculty with an approved exception under the prior policy. Employees working under this exception still may not work concurrently in more than two positions at a time. 10-month classified employees may serve as associate faculty during non-contractual work periods). NOTE: Permanent, part-time, employees who work more than five (5) days Monday through Sunday will be entitled to overtime pay.
Permanent, full-time, nonexempt classified employees	May not work in multiple assignments, whether classified or academic.
Permanent, full-time, exempt employees	May work as associate faculty. The associate faculty assignment may not interfere with the regular schedule of the permanent full-time exempt position. It is expected that exempt employees will work with their supervisor and appropriate vice president on scheduling.
Temporary, hourly workers	May work concurrently in a maximum of two short-term, substitute, and/or interim assignments provided that the total hours worked do not exceed eight (8) hours in one day and forty (40) hours per work week for both assignments <u>combined</u> .