



**AP 7236**

**SUBSTITUTE AND SHORT-TERM EMPLOYEES**

**Reference:**

Education Code Section 88003

**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 60 calendar days if the District is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position. Substitute employees are not limited to 19.5 hours per week and are allowed to work up to the full time schedule of the vacant position.

**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. Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year. Short-term employees are not allowed to work more than 19.5 hours per week.

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