A substitute employee is a person employed to replace any classified employee who is temporarily absent from duty.

A substitute employee shall not be a part of the classified bargaining unit.

Guidelines for the use of substitute classified employees are as follows:

1. A substitute classified employee is used to replace a classified employee for the following reasons:
   a. An employee is temporarily absent from duty.
   b. The district is engaged in a procedure to hire an employee to fill a vacancy in a classified position.
   c. An employee is on an extended leave of absence.

2. Upon the receipt of a request from a manager, a substitute will be selected from the substitute pool and assigned to the position indicated by the Office of Human Resources.
   a. The substitute pool is established from applicants who have a completed application form on file in the Office of Human Resources.
   b. A review of the job-related information supplied on the application form will be the primary basis used in selecting applicants for substitute classified positions.

3. A substitute employee, including a former employee who has either resigned or retired from the District, must be approved for employment with the District on an if-and-as-needed basis by the Board of Trustees prior to employment as a substitute.

4. The District Office of Human Resources shall be responsible for individual substitute assignments.

5. The pay rate shall be Step 1 of the classification the substitute is assigned, which may or may not be the same as the classification of the employee replaced. The operating unit should clearly delineate the classification the substitute will be assigned.
6. A substitute employee is paid on or before the tenth (10th) day of the month. If the normal pay date falls on a Saturday, Sunday, or a holiday, the paycheck is issued on the preceding workday.

7. Except in special circumstances, one or more substitute employees will not be utilized for more than ninety (90) calendar days pursuant to the CSEA Collective Bargaining Agreement to fill a classified vacancy. The Office of Human Resources will monitor the tracking of the ninety (90) calendar days. The President of C.S.E.A. will be notified by the Office of Human Resources if the District is unable to comply with the (90) day calendar rule.

Reference:

*California Education Code, Section 88003*