

ADMINISTRATIVE REGULATION 4220

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

SUBSTITUTE CLASSIFIED EMPLOYEES

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

- A. A substitute classified employee is used to replace a classified employee for the following reasons:
 - 1. An employee is temporarily absent from duty.
 - 2. The District is engaged in a procedure to hire an employee to fill a vacancy in a classified position.
 - 3. An employee is on an extended leave of absence.
- B. The pay rate shall be Step 1 of the classification the substitute is assigned. Exceptions may be made based on previous experience within the District in the same or similar position upon the review and request of the administration in consultation with the Office of Human Resources.
- C. 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.

References:

California Education Code, Section 88003

Adopted: 07-08-93 Revised: 05-10-12
Revised: 08-30-99 Revised: 11-07-19
Revised: 02-10-03