



HIRING CHECKLIST: SUBSTITUTE EMPLOYEE

If a prospective worker (i.e., exception to Education Code section 88003) is to be hired, subject to approval by the Board, copies of this checklist must immediately be provided to Human Resources to determine if the hire is consistent with the law. Education Code section 88003.

If the prospective worker is hired for one position and then subsequently moved to another (e.g., a substitute who fills different classified vacancies on different days), or if an employee is moved to subsequent position(s) immediately after the initial assignment ends, (e.g., a substitute who fills different classified vacancies on different days) a new checklist for each simultaneous and or subsequent assignment must be prepared and forwarded to Human Resources.

All workers must be employed within the classified service unless they fall within one of the following exemptions:

- 1. Student worker
- 2. Short-term worker
- 3. Substitute
- 4. Professional expert

Definition of Substitute:

Substitute – “Substitute employee,” means a person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the district may fill the vacancy through the employment for not more than 100 calendar days. Ed. Code 88003 and CBA Article 22.2

Salary Schedule for Substitutes: For equity, a substitute shall be paid at Step A of the Range for the position he or she is filling.

1. TOTAL DAYS OF EMPLOYMENT

Pursuant to District policy, substitutes cannot be employed for more than 100 total days per fiscal year, regardless of the number of positions in which employed. The Administrator, with support from Payroll and Human Resources, is required to monitor this limitation.

Please list any and all known prior substitute employment of this prospective worker by the District in this fiscal year, stating the name of the temporarily absent classified worker for whom this prospective worker substituted. If none, identify the position.

Name: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

2. REPLACING A TEMPORARILY ABSENT CLASSIFIED WORKER

Please identify the classified worker for whom this prospective worker will be substituting and the estimated duration of the temporary absence. The District maintains the right to hire but not assign a pool of potential substitute employees in advance of the time of actual need. For each substitute who works, the supervisor must indicate the name of the classified worker being substituted.

Name of Absent Employee for Whom a Sub is Needed: _____

Title: _____

Department or location: _____

Duration of absence: _____

3. TEMPORARILY FILLING A VACANCY IN THE CLASSIFIED SERVICE

Substitutes cannot be employed to perform classified work unless they are either replacing a temporarily absent classified worker (#2 above) or filling a permanent classified vacancy. In the

latter case, they can only be employed to fill the permanent vacancy after the District begins a process to recruit for the vacancy. The maximum period of time that a permanent classified vacancy can be filled by a substitute is 100 calendar days, regardless of the number of substitutes assigned to the vacancy during that period.

Please provide the following information:

Title of Vacancy: _____

Name of Previous Incumbent: _____

Department or location: _____

Date recruitment began (i.e., date District first advertised/posted position's availability): _____

Date substitute to begin: _____

Have any other substitutes been employed to fill this vacancy in the 100-calendar day period? If so, please provide their names and duration of employment in this vacancy:

Name: _____ From: _____ To: _____

PLEASE NOTE: Even if this is the first substitute to be assigned to this permanent vacancy, if that substitute has been employed previously in this fiscal year, all such employment must be counted against the 170-day limit.

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