



Temporary Employees

Substitute (classified): 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

Professional Expert: an employee with specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the Board pursuant to Section 88001 and recognized in CBA Article 1. The service performed is also described in terms of a discrete and finite project. The term of employment is also finite in nature, meaning that the district need is temporary. The length of service for professional experts is not capped as it is for short-term employees.

Part-Time Faculty: a person who is employed to teach adult or community college classes for not more than 67 percent of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under 87604. Ed Code 87482.5

Temporary Full-Time Non-Tenure Track:

Ed Code 87478 applies to substitutes for someone absent from service when no other regular certificated employee is available (including retirees).

Ed Code 87480 applies to part-time faculty hired to teach a course that last less than 3 months in the case of emergency.

Ed Code 87481 applies to a substitute for a leave of absence (including sabbaticals).

Ed Code 87482 applies to the need for temporary faculty to address an increase in enrollment.

Student Worker: Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services. Ed. Code 88003

Short-Term: any person 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 employing a short-term employee, the district, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the district, but shall not extend beyond seventy-five (75) percent of a school year. "Seventy-five (75) percent of a college year" means one hundred ninety-five (195) days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day. Ed. Code 88003