



Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7236 Substitute and Short-Term Employees

References:

Education Code Section 88003

NOTE: This procedure is **legally advised**.

"Substitute employee" means any person employed to replace any classified employee who is temporarily absent from duty. 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 advised that they will be substituting for a vacant position not to exceed 60 days or for a classified employee who is temporarily absent from duty, not to exceed 75 percent of the academic year or 195 days no matter how many hours per day they work. Further, they are advised that the substitute assignment is not considered part of the classified service, and there is no entitlement to employment rights to that position or any other position in the District.

Substitutes are advised of the requirements to contribute to PERS if he/she works past 1,000 hours per academic year. Either party (substitute or the District) can terminate this working relationship at any time. The only notice required shall be verbal notification prior to the end of the last day worked. Neither party is required to provide any reason for the separation/termination of employment as a substitute.

"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. Short-Term employees shall not work more than 75 percent of the academic year or 195 days no matter how many hours per week they work.

Short-Term employees are advised of the requirements to contribute to PERS if he/she works past 1,000 hours per academic year. Either party (short-term employee or the District) can terminate this working relationship at any time. The only notice required shall be verbal notification prior to the end of the last day worked. Neither party is required to provide any reason for the separation/termination of employment as a Short-Term Employee.