AP 7236 SUBSTITUTE AND SHORT-TERM EMPLOYEES

Reference:
Education Code Section 88003

Classified Substitute Employee
A. Any person employed to replace any classified employee who is temporarily absent from duty.
B. If the District is engaged in a procedure to hire a permanent employee to fill a vacancy, one or more substitute employees may be hired for not more than 60 calendar days. Exceptions will be addressed with the appropriate bargaining unit.

Short-Term Employee
A. 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.
B. The Education Code allows the employment of short-term employees outside the Classified Service under specified conditions:
   a. The person can only be employed to perform a short-term service, upon the completion of which, the service will not be extended, and
   b. Short-term employee services shall not exceed 194 working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.
   c. Short-term employees may not exceed 37.5 hours per week. Short-term and substitutes may be granted overtime only with the authorization of their manager.
   d. Commercial temporary employment agency services may be used
   e. short-term employee may be assigned or allowed to begin work prior to the completion, appropriate Human Resources requirements
   f. No short-term employee may be assigned or allowed to begin work prior to the completion of appropriate Human Resources requirements.

Academic Substitute Employee
A. Any person employed to replace any academic employee who is temporarily absent from duty.
B. Substitute employees may be hired as needed.
Exceptions to these provisions which are not set forth in law may be granted by the Superintendent/President or designee.

Also see BP/AP 7270 titled Student Workers and AP 7212 titled Temporary Faculty

---

**Date Approved:** July 19, 2011

*(Replaces College of Marin Policy 5.0009)*