

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES PROCEDURES**

**CLASSIFIED SUBSTITUTE, SHORT-TERM
AND STUDENT EMPLOYEES**

4710

I. Definitions:

- a. **Education Code Section 88003** states that substitute and short-term employees employed and paid for less than 75 percent of a college year, shall not be a part of the classified service. Full-time students employed part-time and part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college district and which is financed by state or federal funds, shall not be a part of the classified service.
- b. **Short-term Employee:** 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.
- c. **Substitute Employee:** Any person employed to replace any classified employee who is temporarily absent from duty and an employee who has resigned or retired as long as the position is in the process of recruitment.
- d. **Student Worker Employee:** Full-time students employed part-time and part-time students employed part-time in any college work-study program or in a work experience education program and which is financed by state or federal funds.
- e. **Seventy-five percent:** 195 working days including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.
- f. **Annually:** Fiscal year, July 1 through June 30.

II. Employment of Short-term Employees:

- a. There are three types of short-term employees: Short-term project, seasonal and periodic.
 - The **short-term project** cannot exceed 150 workdays annually (regardless of the number of hours worked not to exceed 8 hours per day). The project must have a start and stop date. Some short-term projects may exceed more than one year; however, service cannot exceed 150 workdays each fiscal year. Short-term assignments that are six months or longer will be advertised to allow for equal opportunity employment.

- **Seasonal** is defined as providing service not to exceed 50 days in each fall and spring semesters and 35 days during the summer session. The maximum is 135 days annually. Seasonal employees are used during peak periods and may be employed in Admissions and Records, Bookstore, Financial Aid, Human Resources and Community Services.
- **Periodic** is defined as occasional service to meet facility use needs (e.g., in the theatre, maintenance) for not more than 35 days each semester or summer session. The maximum is 105 days annually.

b. Short-term Project Employment Procedures:

1. If a short-term project employee is needed, the requesting manager must complete the Short-term Project form, provide a written justification for the assignment, include start and stop dates, attach a work calendar, and submit it to Human Resources for processing and action.
2. The Executive Council will take action on the request.
3. All short-term project employees must meet the minimum qualifications established by the District, all appropriate paperwork must be completed to include Personnel Payroll Action Form (Form 6), and obtain fingerprint clearance, if required, prior to the first day of employment.
4. A timesheet will be used to record workdays and hours for earnings to be paid. The timesheet must be signed by the manager or designee as authorized on the Personnel Payroll Action Form (Form 6).
5. Minimum Qualifications: Short-term project employees must meet the minimum qualifications of the position.
6. Salary: Short-term project employees will be paid on Step 1 two ranges below the salary placement on the appropriate salary schedule with the exception of college police officers; they will be paid on step 1 of the college police officer salary range. In the event there are short-term positions with no designated salary, the wage will be determined by the manager and the Director of Human Resources. Any changes in the salary schedules that will have an impact on short-term project employees will become effective at the beginning of the next payroll cycle (currently the 11th day of the month) following Governing Board approval.
7. Overtime: Short-term project employees are eligible for overtime for work in excess of 40 hours in a workweek. The workweek begins on a Monday.

c. **Employment Procedures for Seasonal and Periodic Employees:**

1. The manager may employ seasonal staff without prior approval of the Executive Council.
2. All appropriate paperwork must be completed to include the Personnel Payroll Action Form (Form 6), and obtain fingerprint clearance, if required, and submitted to Human Resources for processing prior to the first day of employment.
3. A Personnel Payroll Action Form (Form 6) is required. The manager may complete the form annually or each semester.
4. A timesheet will be used to record workdays and hours for earnings to be paid. The timesheet must be signed by the manager or designee as authorized on the Personnel Payroll Action Form (Form 6).
5. Minimum Qualifications: Seasonal/Periodic short-term employees must meet the minimum qualifications as determined by the manager.
6. Salary: Seasonal/periodic employees will be paid in accordance with the established salary schedule.
7. Overtime: Seasonal/periodic employees are eligible for overtime for work in excess of 40 hours in a workweek. The workweek begins on a Monday.

III. Employment of Substitute Employees:

- a. There are two types of substitute employees: One for filling assignments of employees on leave of absence and the other for filling resigned/retired employees.
 - **Leave of Absence:** Substitutes replacing an employee on leave of absence may not work more than 150 workdays annually in combination with any other assignment in the District.
 - **Resigned or Retired Employees:** Substitutes hired to replace a resigned or retired employee cannot work more than 60 calendar days initially including Saturdays and Sundays. If needed, an extension may be requested from the Director of Human Resources. The extension must be approved by the Director of Human Resources and the respective Union representative.

b. Employment Procedures for Substitute Employees:

1. You may employ a substitute for an employee on leave of absence from the District's master substitute list without any prior approval except substitutes hired in some positions which will require fingerprinting (e.g. custodial, persons handling money, and persons who have direct contact with children under 18). Contact Human Resources for information. After the fingerprinting requirement is met, complete substitute reports for this assignment and indicate for whom the person is substituting.
2. You may employ a substitute for a resigned/retired employee after you have completed the Personnel Requisition Form to replace the vacated position and submit it to Human Resources for processing.
3. If no one is available on the master substitute list, you may coordinate hiring an outside person with the Human Resources Department. The individual you select cannot begin employment until all documentation, etc. is submitted to the Human Resources Department and approval is obtained.
4. Minimum Qualifications: Substitutes must meet the minimum qualifications of the substitute assignment. In the event a substitute cannot be obtained that meets the minimum qualifications of the position, the substitute will be paid a different rate than those that meet the minimum qualifications.
5. Salary: Substitute employees will be paid on Step 1 two ranges below the salary placement on the appropriate salary schedule of the substitute assignment with the exception of college police officers; they will be paid on step 1 of the college police officer salary range. For substitutes who do not meet the minimum qualifications, the salary will be four ranges below the salary placement on the appropriate salary schedule of the substitute assignment. Any changes in the salary schedules that will have an impact on substitute employees will become effective at the beginning of the next payroll cycle (currently the 11th day of the month) following Governing Board approval.
6. Overtime: Substitute employees are eligible for overtime for work in excess of 40 hours in a workweek. The workweek begins on a Monday.

IV. Student Workers:

- a. Eligibility: Students are eligible to work in student positions if taking six (6) semester units of college credit at Solano Community College each semester they are employed. During the summer, students taking classes in the previous semester or registered for the subsequent semester are eligible to work during the summer session.
- b. The Student Placement Office will recruit for student worker positions. If students cannot be found that meet the minimum units (six semester units), a student enrolled in less than six (6) semester units may be employed.
- c. Completion of the Personnel Payroll Action Form (Form 6) and supporting documents is confirmation from the manager that the student worker is eligible for employment based on a. and b. above.
- d. A student worker or work-study student worker may work up to 40 hours per by the week as determined manager or authorizing authority.
- e. The hiring of student workers or work-study students shall not result in the displacement of classified staff.
- f. Minimum Qualifications: The minimum qualifications are determined by the manager.
- g. Salary: The salary for student workers is in accordance with the established salary schedule.
- h. Overtime: Student workers are not eligible for overtime.

V. Stipulations for Short-term, Substitute and Student Workers

- a. No short-term or substitute employee can work more than a combination of 150 days per fiscal year.
- b. Short-term and substitute employees working 1,000 hours or more are subject to PERS contributions. Manager's budget will be responsible for PERS contributions.
- c. Fingerprint clearance is required prior to employment for all short-term, seasonal and substitute employees required to handle money, have direct contact with children under the age of 18 in the performance of their duties (examples, child care and youth theatre programs), and all custodial staff. For further clarification, contact the Director of Human Resources.

- d. Short-term, substitute or student worker/work study students work status cannot be changed for the purpose of retaining the person more than the days identified in this procedure. For example, a short-term employee cannot be changed to student worker status in the same office performing similar responsibilities to enable the person to work more than 150 workdays annually.
- e. Retired employees returning to substitute or work in their former position after retirement will be paid the last step of the salary schedule.
- f. Retired employees returning to train their replacement within 60 calendar days after retirement will be paid the hourly rate received at retirement.

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