

**3.34 Employment of Temporary Classified Staff**

1. In accordance with the Education Code, temporary employees will include all classified personnel employed, assigned and paid to fill substitute and short-term needs.
  - a. Classified substitutes are those temporary employees assigned to fill presently authorized, regular classified positions during leaves or recruitments.
  - b. Short-term classified employees are those temporary staff employed to perform services for the District, upon the completion of which, the services required or similar services will not be extended or needed on a continuing basis.
  - c. Short-term assignments include those which are not needed on a continuing basis but require intermittent service of less than 194 days (including working days and holidays) during a single fiscal year.
2. In accordance with the Education Code, no single individual may be employed, assigned and paid as a substitute and/or short-term classified employee for a total period of service which exceeds 194 days (including working days and holidays) in a single fiscal year.
3. No person is authorized to serve in a temporary classified assignment without prior Board approval.
4. Temporary classified employees are not eligible for vacation, sick leave, holiday or health-plan benefits.
5. A Classified Eligible Pool will be established for each fiscal year. This Pool will consist of names of individuals who have been approved by the Board and therefore may be administratively offered employment, assigned and paid during the fiscal year for short-term and/or substitute service throughout the district on an as-needed basis. All classified substitute and short-term assignments will be administratively filled from the Classified Eligible Pool without further Board action, except for the following which require specific Board approval:
  - a. Substitute assignments of more than 30 working days.
  - b. Short-term assignments of more than 60 working days.
6. Board approved short-term and substitute assignments usually will not be extended or renewed.
7. Temporary classified employees will be evaluated.

8. All classified short-term and substitute assignments will be classified in accordance with the District Classification Policy and Plan.
9. Evaluation of the need for additional regular staff will be required for any function in which use of short-term classified personnel is repeatedly necessary.
10. The Chancellor will develop procedures for implementation of this policy. (See Procedures section of this Policy Manual.)

**Source of Law:**

Approved by the Board of Trustees: March 2, 1982