

**AP 7236      Substitute and Short-Term Non-Exempt  
Classified Staff**

**Reference:**      *Education Code Section 88003*

Date Issued:      May 12, 2009

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“Substitute employee” means a person employed to replace a non-exempt classified employee who is temporarily absent from duty. In addition, one or more substitute employees may not be hired for more than 60 calendar days if the District is engaged in a procedure to hire a permanent employee to fill a vacancy in any non-exempt classified position, subject to extension by mutual agreement between the District and the exclusive classified employee representative.

“Short-term employee” means a 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. A short-term employee may not be extended beyond ~~75% of a school year~~ 175 days (work for any portion of a day constitutes one day). The service required by short-term employees is to be specified and approved by the Governing Board in accordance with Personnel Procedure 19 prior to the commencement of employment.