

**Grossmont-Cuyamaca Community College District**  
**Short-Term Employees, Student Workers, and Professional Expert**  
**Quick Reference**  
*Updated: June 6, 2013*

The Grossmont-Cuyamaca Community College District shall utilize short-term hourly non-academic employees, student workers, and professional experts in accordance with California Education Code Section 88003. These employees are not members of the classified service as defined by the California Education Code section 88003 and serve in positions that do not require academic certification.

**1. Short-term Employment**

- a. Substitute employee
  - i. Classified Employee Absence
    - 1. Replacing the temporary absence of a permanent classified employee on an approved leave of absence
    - 2. Appointment may not exceed 175 (one hundred seventy-five) days in an academic year. Work for any portion of a day constitutes a day.
    - 3. Must pass a Live Scan background check and TB test
  - ii. Vacancy Replacement
    - 1. Filling a vacancy of a permanent classified position
    - 2. The district is actively engaged in the recruitment process (approved for recruitment and on the critical hire list)
    - 3. Appointment period may not exceed 60 (sixty) calendar days, subject to extension by mutual agreement between CSEA and the District per the CSEA collective bargaining agreement.
    - 4. Must pass a Live Scan background check and TB test
- b. Short-term Hourly Employees
  - i. Performing a service, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis
  - ii. Appointment may not exceed 175 (one hundred seventy-five) days of an academic year. Work for any portion of a day constitutes a day.
  - iii. Must pass a Live Scan background check and TB test
  - iv. Not eligible to work more than a cumulative total of 40 (forty) hours per week unless it is approved in advance and in writing by the appropriate manager and VP/AVC
  - v. Cannot supplant classified work

**2. Student Workers**

- a. Federal or State Funded College Work-Study or Work-Experience Programs
  - i. Must be part of a work-study or work experience program
  - ii. Must complete the Federal/State Student Aid Application and it must be awarded to the Student under federal/state methodology
  - iii. Must be enrolled in at least 6 units (part-time or full-time)
  - iv. Live Scan background checks and TB tests may be required by program needs (e.g. Child Development Center)
  - v. Must work fewer than 40 hours during any workweek

- vi. Must maintain satisfactory academic progress according to federal/state guidelines
- b. All other Student Workers
  - i. Must be a student at GCCCD or other accredited College or University
  - ii. Must be full-time (12 units or as defined by academic program in which the student is enrolled)
    - 1. Students working in the summer must have been full-time in the prior fall or spring semester or be a full-time student during the summer semester (6 units or as defined by the academic program in which the student is enrolled).
  - iii. Must work fewer than 20 hours per week
  - iv. Must not be academically disqualified or on academic probation (refer to the college catalog)
  - v. Non-GCCCD students must pass a Live Scan background check and TB test. Live Scan background checks and TB tests may be required by program needs (e.g. Child Development Center) for all student workers.
  - vi. May not work more than a cumulative maximum of 6 academic years within the District. Work for any portion of an academic year constitutes one year. Summer school will count towards only one academic year and the cumulative maximum of 6 academic years applies.
  - vii. Students who fall below the full-time threshold (but maintain 6 units) or are academically disqualified or on academic probation in the fall and spring semesters may complete work in the current semester only. If this occurs, student will not be employed the following semester and not be eligible for future employment until they have reached full-time status and good academic standing. These cases must be reviewed and approved by Human Resources.

### 3. Professional Expert

- a. Work on a finite project that falls outside the skills and knowledge of existing positions within the classified service
- b. Must have specialized knowledge or expertise
- c. Recommendation of the appropriate Cabinet level administrator is required.

### 4. Non Academic and Non Classified Employees (NANCE)

- a. Unique positions that may be reoccurring from semester to semester, may be sporadic, and are dependent on student/program needs or specific contractual obligations that may fluctuate
- b. Must be directly correlated to classroom lecture and/or lab instruction only
- c. Positions are: Tutors, Teaching Assistants, Models, Interpreters, Life Guards, and Emergency Medical Technician Trainers
- d. Employees in these positions may or may not be students
  - i. Above Student requirements do not apply
- e. Non-GCCCD students must pass a Live Scan background check and TB test. Live Scan background checks and TB tests may be required by program needs (e.g. Child Development Center).
- f. Not intended to supplant other existing any classified college resources

Note: There will be one transition year (2013/2014) for the maximum cumulative 6 year requirement. Student workers with 6 or more years of service as of July 1, 2013, will be eligible for employment during the 2013/2014 academic year as a one-time transition to the 6-year limit.

Please contact Human Resources with any questions.