



**Policy**

**7230 Classified Staff**

**TEMPORARY EMPLOYEES**

**SUBSTITUTE** - A substitute employee is one hired with the understanding that his/her association with the District will be on a substitute basis, as needed. Substitute employees are not members of the classified service and are not eligible for District benefits and do not accrue vacation or sick leave during the period they serve as a substitute.

**SHORT-TERM** - A short-term employee is one hired in accordance with the District’s Memorandum of Understanding (MOU) reached with CSEA in May, 1999, and with the understanding that separation may occur at any time without notice. Short-term employees will be employed to perform a service, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis except as permitted by the MOU. The Human Resources Office will verify eligibility. Short-term employees are not members of the classified service and are not eligible for District benefits and do not accrue vacation or sick leave. If, however, a person serves as a short-term or substitute employee and then becomes a regular employee in the same type of work without a break in service, his/her satisfactory continuous service as a short-term or substitute employee will be credited toward initial salary placement, on a year-for-year basis, not to exceed step three (3).

**REGULAR EMPLOYEES**

**PROBATIONARY** - Each classified employee must serve a probationary period not to exceed twelve (12) months. An overall satisfactory performance rating is necessary in order to continue employment.

**PERMANENT** - Classified employees shall be considered permanent upon successful completion of a one (1) year probationary employment period.

**Reference:**

Education Code Sections [88003](#); [88004](#); [88009](#); [88013](#)

**Adopted:** June 28, 2004

**Administrative Procedure**

**7230 Classified Staff**

The following eligibility requirements shall apply to the transition of temporary employees from short-term to probationary classified status:

- A. The employee must be presently employed in the same job classification as that recommended for transition.
- B. The employee must have been employed in the same job classification as that recommended for transition on a continuing basis for a minimum of two consecutive fiscal years immediately preceding transition.
- C. "Continuing basis" means being in paid status during each of ten (10) consecutive pay periods for a minimum of 180 work days during each of two consecutive fiscal years immediately preceding transition.
- D. "Fiscal year" means the period from July 1 to the following June 30.
- E. The employee must have an established record of satisfactory or better performance as determined by the employee's immediate management supervisor.

Short-term employees employed on or after July 1, 1987, and meeting the eligibility requirements herein shall be transitioned from short-term to probationary classified status. Probationary appointments under this procedure shall be effective on July 1, 1987, or thereafter coinciding with the employee's first workday of the fiscal year following establishment of eligibility.

This procedure shall not be applicable to the short-term employment of STRS retirees, PERS retirees or substitutes employed to replace a regular classified employee on leave. If short-term assignments involve two or more job classifications, continuing employment criteria will be applied to each classification.

All transitions of short-term staff to probationary classified status on a direct non-competitive basis shall be subject to the eligibility requirements contained herein.

If a short-term employee is not offered reemployment by the District after satisfying all eligibility requirements for transition as contained herein, the position formerly occupied by that employee will not be replaced on a short-term basis during the next fiscal year.

**Reference:**

Education Code Sections [88003](#); [88004](#); [88009](#); [88013](#)

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**Adopted:** June 28, 2004