

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services

Classification Definitions

There are times when the district needs to hire employees on a short-term or temporary basis to replace someone on a temporary leave of absence, to complete a temporary assignment, or to obtain expert assistance on a complicated issue. In these cases employees exempt from the classified service can be hired on a temporary or short-term basis without creating permanent positions. These employees are not eligible for benefits. To hire a temporary employee the requirements below must be met:

- The service to be performed must be specified in advance on the hiring requisition.
- The ending date of service or maximum hours must be specified in advance on the hiring requisition.
- Service must meet one of the exempt categories outlined below.

A. Temporary Employees

Temporary employees are broken down into five classifications: Substitute employees, short-term employees, professional experts, volunteers, and student assistants.

1. Substitute Employees

Substitute employees employed and paid for less than 75 percent of a college year (including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day) are not a part of the classified service. A “substitute employee” is “any person employed to replace any classified employee who is temporarily absent from duty.” (Ed Code, § 88003).

When a district is in the process of filling a vacancy with a permanent employee, a district governing board may fill this vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, unless a collective bargaining agreement in effect provides for a different time period.

2. Short-Term Employees

Short-term employees are not a part of the classified service. They are employed and paid for less than 75 percent of a college year. A “short-term employee” is “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.” (Ed Code, § 88003). Unlike seasonal employees that are hired on a regular basis and are considered a part of the classified service, short-term employees are hired for services that are not recurring and are not a permanent component of a district’s operations.

Before hiring a short-term employee, the district governing Board, at a regularly scheduled board meeting, must specify the service required to be performed by the employee, pursuant to the definition of “classification” in Education Code section 88001(a), as well as certify the ending date of the service. This ending date may be shortened or extended by the governing Board but may not be extended beyond 75 percent of a school year. (Ed. Code, § 88003).

3. Professional Experts

Professional experts are not part of the classified service. They are employed on a temporary basis for a specific project. Professional experts are hired for their specialized knowledge or expertise not generally required of, or found within, the employee classifications established by the governing board pursuant to Ed. Code, § 88001. They are hired for a specified period of time or funding amount, which should be clearly stated on the requisition.

For the Office of Human Resource Services to consider your request to hire a professional expert the following criteria must apply:

- The task to be completed requires someone with specialized knowledge or expertise as noted above.
- Employment is on a temporary basis.
- Employment is for a specific project.

4. Volunteers

Volunteers are not paid and are not a part of the classified service. Like short-term employees, their service is requested on a temporary basis for assignments that are not recurring and are not a permanent component of the district's operations. They are retained for a specified period of time which should be clearly stated on the requisition.

5. Student Assistants

Full-time students employed on a part time basis are not a part of the classified service (Ed. Code, § 88003). Student workers must maintain full-time student status through each term in order to remain employed.

Part-time students employed part time in any college work-study program, or in a work experience program financed by state or federal funds, are not part of the classified service. Therefore, part-time students can only be employed outside the classified service if they meet specific unit requirements and are employed in an approved college work study program.

Students may not be employed in positions that would result in the displacement or replacement of classified workers. "Displacement" includes layoff, demotion, reduction of hours, and all involuntary transfers. "Replacement" is filling a vacant position previously held by a classified worker.

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