

GUIDELINES FOR EMPLOYMENT OF TEMPORARY (SUBSTITUTE) FACULTY

1. The employment of a temporary (substitute) faculty member on a per diem or semester basis is permitted only to replace a faculty member who has been granted a leave for a semester or a year, or is experiencing long-term illness.
2. When the substitution is for a full semester or year for more 67% of a full-time assignment, employment will be processed for Board approval and issuance of a temporary faculty contract. Salary will be based on class and step placement on the Faculty Salary Schedule (one-half of the annual rate if full-time and the employment period is one semester).
3. No person, other than a person serving as a clinical nursing faculty shall be so employed for more than two semesters within any period of three consecutive years.

A person serving as temporary clinical nursing faculty may be employed for up to four semesters within any period of three consecutive years between July 1, 2007, and June 30, 2014*, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

4. When the substitution is for more than five consecutive school calendar days for more than 67% of a full-time assignment, employment will be processed for Board approval at a daily rate. Salary will be based on class and step placement on the Faculty Salary Schedule (annual rate divided by days of service in Board-adopted calendar).
5. Substitutions of five days or less for more than 67% of a full-time assignment and day-to-day substitutions will be reimbursed at the rate established by placement on the appropriate faculty salary schedule for extra services and temporary employees.
6. A temporary (substitute) faculty member whose assignment has exceeded 67% of the full-time assignment for permanent faculty having comparable duties shall be classified as a temporary employee and shall not become a contract employee. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

* pending action by the budget conference committee to consider a budget trailer bill to extend the sunset date from June 30, 2014, to December 31, 2015.

Education Code Sections 87481, 87482, 87482.5, 87482.8