

## Temporary Employees and Board Reporting June 17, 2020

### Education Code Section 88003

Permits three types of temporary employees:

- **Substitute:** employed to replace a classified employee who is temporarily absent from duty
- **Substitute/vacancy replacement:** employed for up to 60 calendar days when filling a vacancy in a classified position/recruitment. Must be renewed after 60 calendar days if employment continued.
- **Short-term employee:** 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.

### Hours and Days Limit

#### Hours

- Limited to no more than 800 hours; if a temporary employee works more than 1,000 hours, employee becomes PERS eligible

#### Days

- Limited to no more than 175 days; if a temporary employee work greater than 195 days, by operation of Education Code, employee becomes part of classified service with all entitlements (benefits, bumping rights, etc.)

#### Limitations

- Due to the manual nature of GCCD's current time and attendance system (hardcopy timesheets), we are unable to closely track hours and days on a monthly basis

### Board Reporting Requirements

- Temporary employees may only be employed in the three categories noted
- **All temporary appointments must be Board reported**
- Temporary employees should not begin work prior to being Board reported (barring emergency circumstances such as classified employee unexpectedly on leave)
- Board slip and agenda must note one of the three categories above

**BOARD SLIP EXAMPLES**

**Substitute - Board Entries**

<b><u>Fields</u></b>	<b><u>Entries</u></b>
Board meeting date	17-Dec-19
Board approval	Pending
Board action	
Board action comment	Substitute
Board report category	Temporary Employee
Position	Student Services Technician
Date from	2-Jan-20
Date to	29-Feb-20
Fund	01
Program	1000
Sub-Program	0
Tops	671100
Object	2370
Additional account ref no	<i>(not common)</i>
Months	N/A
FTE	N/A
Hours	NTE 40 hrs/wk, 60 days
Anniversary date changed	N/A
Rate	\$26.20/hr
Location	Student Affairs
Account percent	100%
Additional comment	N/A
Additional account info	<i>(not common)</i>
Supervisor	<b>(Supervisor name)</b>
Note	Coverage for Student Services Technician absent from duty

**Substitute, Vacancy Replacement - Board Entries**

<u>Fields</u>	<u>Entries</u>
Board meeting date	17-Mar-20
Board approval	Pending
Board action	
Board action comment	Substitute, Vacancy Replacement
Board report category	Temporary Employee
Position	Mail Services Worker
Date from	18-Mar-20
Date to	18-May-20
Fund	01
Program	1000
Sub-Program	0
Tops	677200
Object	2370
Additional account ref no	<i>(not common)</i>
Months	N/A
FTE	N/A
Hours	NTE 40 hrs/wk, 60 days
Anniversary date changed	N/A
Rate	\$18.09/hr
Location	Business Services
Account percent	100%
Additional comment	N/A
Additional account info	<i>(not common)</i>
Supervisor	<b>(Supervisor name)</b>
Note	Senior Mail Services Worker (Vacancy)

### Short Term - Board Entries

<u>Fields</u>	<u>Entries</u>
Board meeting date	17-Mar-20
Board approval	Pending
Board action	
Board action comment	Short Term
Board report category	Temporary Employee
Position	Office Assistant
Date from	1-Apr-20
Date to	31-May-20
Fund	01
Program	1000
Sub-Program	0
Tops	600000
Object	2380
Additional account ref no	<i>(not common)</i>
Months	N/A
FTE	N/A
Hours	NTE 40 hrs/wk, 60 days
Anniversary date changed	N/A
Rate	\$19.20/hr
Location	Student ABC
Account percent	100%
Additional comment	N/A
Additional account info	<i>(not common)</i>
Supervisor	Jane Doe
Note	Special Assignment xyz

**Professional Expert - Board Entries**

<b>Fields</b>	<b>Entries</b>
Board meeting date	21-Apr-20
Board approval	Pending
Board action	N/A
Board action comment	Professional Expert
Board report category	Temporary Employee
Position	Driver (PE)
Date from	18-Feb-20
Date to	30-Jun-20
Fund	01
Program	1000
Sub-Program	0
Tops	696100
Object	2380
Additional account ref no	<i>(not common)</i>
Months	N/A
FTE	N/A
Hours	As needed
Anniversary date changed	N/A
Rate	\$17.49/hr
Location	Health & PE Division
Account percent	100%
Additional comment	N/A
Additional account info	<i>(not common)</i>
Supervisor	<b>(Supervisor name)</b>
Note	