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

<u>Days</u>

• 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

<u>Fields</u> <u>Entries</u>

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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	(not common)
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	(not common)
Supervisor	(Supervisor name)
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 Pending 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 00 Sub-Program 0 Tops 677200 Object 2370 Additional account ref no (not common) Months N/A FTE N/A Hours NTE 40 hrs/wk, 60 days Anniversary date changed N/A Changed N/A Rate \$18.09/hr Location Business Services Account percent A0dditional comment Additional account info (not common) Supervisor (Supervisor name) Note Senior Mail Services Worker (Vacancy)	11003	
Board action Board action comment Board action comment Substitute, Vacancy Replacement Board report category 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 Months N/A FTE N/A Hours NTE 40 hrs/wk, 60 days Anniversary date changed Changed N/A Rate \$18.09/hr Location Business Services Account percent Additional account info (not common) Sub-Program 0 (not common) N/A Sub-Program 0 N/A Sub-Program 0 Sub-Program 0 Sub-Program 0 Sub-Program 0 Sub-Program 0 Sub-Program 0 Sub-Program 1000 Sub-	Board meeting date	17-Mar-20
Board action comment Board report category 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 Months N/A FTE N/A Hours NTE 40 hrs/wk, 60 days Anniversary date changed Changed Changed Account percent Additional account info Business Services Account percent Additional account info Supervisor Sub-Program 0 (not common) (not common) N/A (not common)	Board approval	Pending
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Account percent 100% Additional comment N/A Additional account info (not common) Supervisor (Supervisor name)	Rate	\$18.09/hr
Additional comment Additional account info Supervisor N/A (not common) (Supervisor name)	Location	Business Services
Additional account info (not common) Supervisor (Supervisor name)	Account percent	100%
Supervisor (Supervisor name)	Additional comment	N/A
	Additional account info	(not common)
Note Senior Mail Services Worker (Vacancy)	Supervisor	(Supervisor name)
	Note	Senior Mail Services Worker (Vacancy)

Short Term - Board Entries

Fields <u>Entries</u>

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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	(not common)
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	(not common)
Supervisor	Jane Doe
Note	Special Assignment xyz

Professional Expert - Board Entries

Fields Entries

<u>Fields</u>	Entries
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	(not common)
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	(not common)
Supervisor	(Supervisor name)
Note	