

Glendale Community College District

7236

Administrative Regulation

SUBSTITUTE AND SHORT TERM EMPLOYEES

"Substitute employee" means any person employed to replace any classified employee who is temporarily absent from duty. In addition, one or more substitute employees may be hired for not more than 60 calendar days if the District is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position.

"Short-term employee" means 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.

Prior to commencing a work assignment, a substitute or short term employee must be reported to the Board of Trustees at a regularly scheduled meeting.

Reference:

Education Code Section 88003

Adopted: 7/13/21