

PERSONNEL: CLASSIFIED**Types of Assignments**Substitute Employee

A person employed with the understanding that the length of employment with the District will be on a temporary basis to replace another employee on leave and shall not be retained past the return of that employee. Substitute employees are not eligible for District benefits and do not accrue vacation or sick leave during the period they serve as a substitute.

Short-Term Employee

A person 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 continuous basis. Short-term employees are those who are employed for less than 75% of a school year total service. (Seventy-five percent of a school year means 195 working days, including holidays, sick leave, vacation, and other leaves of absence irrespective of number of hours worked per day.) Short-term employees are not eligible for District benefits and do not accrue vacation or sick leave during the period they served as a temporary employee.

Regular Employee

Probationary Employee--All classified employees, during the first six (6) months of employment, and all temporary employees who have exceeded 90 work days of continuous service, or 75% of a school year total service during the next six (6) months of employment.

Permanent Employee--A person employed in a full-time or part-time position, which position is on a continuing basis year after year and who has successfully completed their probationary period.

Part-Time Employee--A person employed for less than the normal work week of forty hours.

Full-Time Employee--A person employed for the normal work week of forty hours.

Legal Reference: California Education Code
45103. Classified Service in Districts Not Incorporating the
Merit System

Policy Adopted: April 8, 1976