



EMPLOYMENT OF SHORT-TERM EMPLOYEES

HUMAN RESOURCES

CA Education Code Section 88003 & SWCCD Procedure No. 7120

SWCCD needs and values our short-term employees. They are part of the formula that keeps us running and doing the necessary work of supporting our students. Human Resources sends this out to our district community to remind us all of the mandated limitations that come with employing short-term employees.

The following come from SWCCD Procedure No. 7120 (which builds upon CA Ed Code Section 88003):

- Short-term temporary non-academic (hourly) employees are limited to 175 working days within each fiscal year
- The hourly employee's direct supervisor is responsible for monitoring the days worked and must inform the HR Classified Specialist as to the number of days worked when the employee exceeds 150 days.
- Any supervisor failing to maintain and communicate this information will be subject to disciplinary action.

HIGHLIGHTS

- **Employees must meet the minimum qualifications of the job they are performing**
 - HRTs have been updated to require a resume be uploaded in order for HR to assess and ensure this requirement is met.
- **Limit of 2 (two) short-term temporary employees for each full time vacancy**
 - This includes vacancies due to extended leaves of absence, workers compensation, etc.
- **Weekly hours - limited to 25 hours per week**
 - Exceptions made on a case by case basis and need VPHR approval [as always, get approval through your leadership structure before requesting through Human Resources]
- **Partial days are counted the same as full days**
 - A day = any amount of hours worked during a day [even an hour will = a full day]
- **Watch out for Holidays and Spring/Winter Breaks**
 - If the employee works the day before and/or the day after a holiday or break, then all days that are paid for by the District during the holiday/break are counted against the 175 days total.
- **Sick leave use**
 - If the employee uses accrued sick leave, then that day/partial day counts towards the 175 days total.