

ESSENTIAL RESOURCES HIRING HOURLY EMPLOYEES



Definitions

- **Short-term employee (Hourly):** A person who is employed to perform a specific one-time service for the community college district, with no extension needed beyond the required service.
- **60-Day Recruitment:** A person temporarily employed to fill a vacancy in a classified position for not more than 60 calendar days while the District recruits for the position.
- **Substitute employee:** A person temporarily employed to replace a classified employee who is temporarily absent from duty.
- **Professional Expert:** A person temporarily employed to complete a specific project with specialized skills not found in the classified service.
- **Other Short-Term Employees:** Tutors, Lifeguards, Teaching Assistants, Test Proctors

Ed Code Language

California Education Code 88003 outlines the employment and classification of non-academic personnel in community college districts, including substitute and short-term assignments with employees employed and paid for less than 75% of a college year. Short-term employees may be required to fill a temporary vacancy, to fill a program or project requirement, or as additional help during seasonal work overloads. Services rendered are on a one-time, short-term basis.

Time Limits - Annual

Short-term employees are limited to no more than 175 working days within each fiscal year (including holidays, sick leave, and other leaves of absences) irrespective of the number of hours worked per day.

- The 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.

Hours Per Week

- Short-term employees are limited to 25 work hours per week, and may only be eligible for limited benefits per the Affordable Care Act. For CalPERS, short-term employees may not exceed 1,000 hours in a fiscal year under part-time, short-term guidelines.
- 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]

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Multiple Assignments

- Short-term temporary employees are not intended to be used for multiple assignments which results in extending their overall time with the District.
- Remember: these are not classified employees, so we should only be employing them for short periods of time [i.e.: permanent employee on a leave of absence, or on modified duty, project-based work] or (ideally) while we run an active recruitment to replace them.
 - There is nothing in Ed Code or our policies that keep an individual from serving back-to-back short-term temporary positions throughout the District, but HR will certainly discuss this with departments as it is against established best practices.

Minimum Qualifications

- All applicants for hourly employment must meet the minimum qualifications required for each assignment if the work is tied to a classified position.
 - i.e: if a classification exists for that work

Rate of Pay

- CSEA Provision 7.2.3 limits the maximum of Step 3 on the CSEA Salary Schedule, with proof of relevant education and experience provided to justify placement higher than Step 1.
 - Departments/Schools must indicate on HRTs if they have budgeted for a step higher than Step 1 on the salary schedule.
- SCCDAA has no such limitation
- NOTE: hourly employees are not eligible for step increases!! Be mindful when discussing salary with candidates - it's critical to set appropriate expectations.

Remember!

- Nepotism and Conflict of Interest rules apply to hourly employees as well - please do not assume that it's "okay" because they are temporary employees...HR will push on this as it creates liability for all!
- Partial days are counted the same as full days [A day = any time worked during a 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.
- If the employee uses accrued sick leave, then that day/partial day counts against the 175 maximum