

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 3.40 Faculty Substitutes

**Revision Date:** 11/10

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1. A faculty substitute is an instructor, counselor, librarian, nurse or other individual who is assigned to replace a current employee during a leave of absence and who meets the minimum qualifications or equivalencies for community college teaching as adopted by the State Board of Governors and the District Board of Trustees.
2. Persons employed in faculty substitute assignments shall be classified as temporary unless they are a contract or regular faculty member in the District. If any such person is employed for more than 67 percent of a full-time assignment for one complete college year as a substitute employee and is reemployed for the following college year, he/she shall be classified as a contract employee, and the previous year's employment as a temporary employee shall be deemed one year's employment as a contract employee for purposes of acquiring regular status.
3. Faculty substitutes may be selected from among current contract and regular employees of the District, either on a volunteer basis or at the discretion of the appropriate administrator, with appropriate consideration of District affirmative action goals. If the substitute assignment constitutes an overload assignment, the contract or regular employee is compensated at the appropriate salary step of the Hourly Faculty Salary Schedule.
4. Faculty substitutes may be selected from among current hourly faculty at the discretion of the administrator responsible for the vacated assignment with appropriate consideration of equal employment opportunity.
5. Faculty substitutes may be selected from an applicant pool at the discretion of the responsible administrator. The applicant pool may be maintained on site, with recruitment services and additional applicant resources available through the Office of Human Resources. Persons not currently employed in any capacity by the District and assigned as faculty substitutes shall be compensated at the appropriate salary step of the Hourly Faculty Salary Schedule.
6. Work performed as faculty substitutes by contract, regular or temporary faculty shall be covered by the designated employee bargaining group.
7. Persons not currently employed by the District who are assigned day-to-day substitute positions shall not be covered by the designated employee bargaining group.
8. Substitute assignments of more than 67 percent of full time and covering one complete semester or more shall be subject to all policies and procedures established for recruitment and selection that apply to regular faculty assignments. In cases of unexpected illness or other emergency, this requirement may be waived.
9. Compensation for substitutes filling assignments of more than 67 percent of full time shall be placed on the appropriate class and step of the Regular Faculty Salary Schedule.