

**CHAPTER 4: Classified Personnel**  
**ADMINISTRATIVE PROCEDURE NO. 4.25.1**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** AP 4.25.1 Employees Not Members of the Classified Service

**Revision Date:** 8/10

---

The employment of temporary, at-will employees will comply with applicable provisions of the California Education Code, Section 88003, and District policy.

1. **Classified Substitutes**

Temporary, at-will employees may be hired as “substitutes” to replace current District classified staff who are absent from duty for such reasons that include illness or other paid or unpaid leaves; jury duty; vacation; temporary reassignment (such as detail pay); or other absences from their regular positions. The employment of an individual as a classified substitute is limited to a maximum of 75% of an academic year. Seventy-five percent of the college year means a maximum of 195 paid days (195 represents 75% of 260 workdays per year).

The division/department administrator is accountable for monitoring the length of the temporary service.

Pursuant to the Education Code, temporary, at-will employees may also be categorized as “substitutes” when filling vacant positions for a maximum of sixty (60) calendar days during the recruitment and selection process. For the purpose of this allowance, the vacant position must currently be in the recruitment and selection process.

**Compensation**

Classified Substitutes are paid by timesheet, and are placed at the full hourly rate of Step 1 of the salary grade that is assigned to the position being filled. Hours worked beyond the established District regular workday and/or workweek are compensated at the regular District overtime rate of time and a half.

Classified Substitutes do not accrue seniority, are not entitled to District fringe benefits, and do not accrue or are entitled to District paid leaves.

Hours worked beyond the regular established District workday and/or workweek are compensated at the regular District overtime rate of time and a half.

2. **Classified Short-term, Non-continuing Employees**

Classified short-term, non-continuing assignments must be Board approved prior to the employment of any temporary individuals to perform the services. Extensions of previously-Board approved short-term assignments also require prior Board approval. Temporary, at-will employees who are hired to assist existing department staff in the completion of time-certain projects and other special assignments are categorized as “short-term, non-continuing” employees, pursuant Education Code provisions. The employment of an individual in the short-term, non-continuing category is limited to

#### AP 4.25.1 Employees Not Members of the Classified Service (continued)

a maximum of 75% of an academic year. Seventy-five percent of the college year means a maximum of 195 paid days (195 represents 75% of 260 workdays per year).

The division/department administrator is accountable for monitoring the length of the temporary service.

The selection of an appropriate classification into which short-term, non-continuing employees will be placed is the responsibility of the division/department administrator, and is based upon the type of work that is assigned.

#### **Compensation**

Short-term, non-continuing employees are paid by timesheet at an established hourly rate that is equivalent to 80% of the regular pay rate of a selected salary grade.

In lieu of the regular classified salary schedules, short-term, non-continuing employees who are assigned to work in specific classifications may be placed on the appropriate pay rate of the Miscellaneous Pay Rates Salary Schedule.

The determination of hourly salary step placement of temporary employees in the short-term, non-continuing category is the responsibility of the division/department administrator.

Hours worked beyond the regular established District workday and/or workweek are compensated at the regular District overtime rate of time and a half.

Short-term, non-continuing employees do not accrue seniority, are not entitled to District fringe benefits, and do not accrue or are entitled to District paid leaves.

#### 3. Classified Post-retirement Employment

Administrators may hire classified retirees as temporary, at-will employees to provide the following services during the academic year:

- To serve as substitutes for regular District employees who are absent from duty
- To supplement the work of current staff in regular workloads
- To assist in the completion of special projects

The employment of classified retirees must comply with provisions and limitations of pay and time of service that are specified by the retirement system. It is the responsibility of the retiree to assure that the new temporary service does not adversely impact his/her status as a retiree.

The selection of an appropriate classification into which classified retirees will be placed is the responsibility of the division/department administrator, and is based upon the type of work that is assigned.

#### **Compensation**

Classified retirees are paid by timesheet.

Classified retirees who are employed as temporary, at-will workers in classifications that are the

AP 4.25.1 Employees Not Members of the Classified Service (continued)

same or similar to the classification from which they retired are entitled to salary step placement at the highest step of that grade.

In addition to the full hourly rate, classified retirees shall also be credited, by payment of the appropriate current longevity stipend, for their years of service as regular employees of the District.

Retirees who are employed in classifications that are different from the last regular District position will be compensated in the same manner as other substitutes or short-term, non-continuing employees, and will also be credited, by payment of the appropriate longevity stipend, for their pre-retirement years of service as regular District employees. Determination of the appropriate method of longevity payment to classified retirees will be based upon the collective bargaining unit from which they retired.

Hours worked beyond the regular established District workday and/or workweek are compensated at the regular District overtime rate of time and a half.

Classified retirees, when hired as temporary, at-will employees, do not accrue seniority, are not entitled to District fringe benefits as the result of their temporary assignment, and do not accrue or are entitled to District paid leaves.