

RATES OF PAY FOR CLASSIFIED SUBSTITUTES, PROVISIONAL AND LIMITED-TERM EMPLOYEES

When appropriate and necessary for the efficiency of the classified service, the Board will hire employees for short periods of time that do not warrant establishment of a permanent classified position. One example would be the need to hire a substitute employee to carry out work during the absence of a regular employee. Another example would be the need for additional help for a limited period of time not to exceed six months.

Definitions of substitute, provisional, and limited-term employees and their appointments are contained in the Personnel Commission's Rules and Regulations for the Classified Service.

The purpose of this policy is to establish the rates of pay for persons hired to perform such work and who are not regular employees of the classified service. Persons hired into these assignments and who are not regular employees of the classified service will not participate in the health and welfare plans or other fringe benefits of the school district when not otherwise provided by law.

Rates of pay for persons who are not regular employees of the District and who are hired to perform substitute, provisional, or limited-term work, will be the rate equal to the first step of the salary range that is two ranges less than the salary range of the class in which the person is hired to serve. After 90 continuous calendar days of service in the same assignment, or 90 cumulative work days of work in the same class, the rate of pay will become the same as the rate of the first step on the salary range of the class in which the person is assigned.

A person who has retired from the District and who is providing substitute, provisional or limited-term service shall be paid in accordance with applicable Contract provisions or Personnel Commission Rules for retirees.