

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

**Chapter 7  
Human Resources**

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**AP 7236 Substitute Classified and Short-Term Employees**

**References:**

Education Code Section 88003

**Substitute Classified Employees**

Substitute classified employees are prohibited from being employed as Student Assistants during the same fiscal year.

Substitute classified employees are compensated at the appropriate hourly rate on the District "ES" Salary Schedule for the actual hours of service rendered in performance of the specified duties.

Certain clearances (e.g., fingerprinting, tuberculosis test) may be required based on the work location and specified duties.

Should an employee in this category become eligible to participate in the District's Health and Welfare Benefits plans, they may be offered benefits according to applicable Board Policies and Administrative Procedures.

**Short-Term Employees**

Short-term employees are temporary and exempt from the classified service and are limited to work under the direction of one immediate supervisor for a maximum of 19 hours per week, unless an exception has been authorized by the Vice Chancellor of Human Resources or their designee. Additionally, short-term employees may work up to 160 working days within a fiscal year.

Short-term employees are not eligible to participate in the District's benefit plans in conjunction with their employment. Further, they are prohibited from being employed by the District as Student Assistants during the same fiscal year.

Short-term employees are compensated at the appropriate hourly rate on the District "HH" Salary Schedule for the actual hours of service rendered in performance of the specified duties.

Certain clearances (e.g., fingerprinting, tuberculosis test) may be required based on the work location and specified duties.

Ratified April 17, 2019; Effective July 1, 2019

Combined and revised AP 7905 Short Term Employees and AP 7906 Substitute Employees into AP 7236

Ratified January 21, 2026