

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7236 Substitute Classified and Short-Term Employees

References:

Education Code Sections 87351 and 88003

Substitute Classified Employees

Substitute classified employees are those employed either to replace a classified employee who is temporarily absent from duty, or to temporarily fill a vacancy in the classified service. Classified employees who backfill for a vacant position or absent employee may be considered for an out-of-class assignment pursuant to the applicable collective bargaining agreement. Additionally, the service to be performed by a substitute classified employee is not within the scope of Education Code Section 87351 which applies to academic positions with State-mandated minimum qualifications.

This category of employment is temporary, is not a part of the classified service, and is on an "as needed" basis, subject to termination at-will without cause and without notice by either the District or the employee. Additionally, when filling a vacancy, substitute employees may not work more than the period of time set forth in the applicable collective bargaining agreement.

Short-Term Employees

The District may employ short-term employees to perform a specific service for the District upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Short-term employees are employed on an "as needed" basis, subject to termination at-will without cause and without notice by either the District or the employee. Additionally, the service to be performed is not within the scope of Education Code Section 87351 which applies to academic positions with State-mandated minimum qualifications.

The Board has delegated the hiring of short-term employees, but the Chancellor shall present to the Board, at regularly scheduled Board meetings, a specification of the service required to be performed by the short-term employees, and a certification of their ending date of service which later may be shortened or extended.

Adopted April 17, 2019; Effective July 1, 2019

Combined and revised BP 7905 Short Term Employees and BP 7906 Substitute Employees into BP 7236 Revised January 21, 2026