

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7905 Short-Term Employees

References:

Education Code Sections 87351 and 88003
Coast Federation of Classified Employees Agreement

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 may not be within the scope of Education Code Section 87351 which applies to academic positions with state-mandated minimum qualifications.

This category of employee is temporary, exempt from the classified service, and is limited to work under the direction of one immediate supervisor for a maximum of 19 hours per week. Additionally, short-term employees may work up to 160 working days.

Persons employed as short-term employees are not eligible to participate in the District's benefit plans in conjunction with their employment.

Short-term employees are prohibited from being employed by the District as Student Assistants during the same fiscal year (July 1 – June 30).

The Board, at a regularly scheduled meeting, shall specify the service required to be performed and shall certify the ending date of the service. The Board may later act to shorten or extend the ending date.

Adopted April 17, 2019; Effective July 1, 2019