

**Coast Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7906 Substitute Employees**

**References:**

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

Substitute employees are those employed to replace a classified employee who is temporarily absent from duty or to temporarily fill a vacancy in the classified service. A classified employee of the District who temporarily replaces an absent classified employee, or who temporarily fills a vacancy in the classified service, is not a substitute employee. Current 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 employee 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 employed 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 which is no more than a total of 160 working days during the same fiscal year (July 1 – June 30).

Substitute employees are prohibited from being employed as Student Assistants during the same fiscal year (July 1 – June 30).

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.

Adopted April 17, 2019; Effective July 1, 2019