



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 7 – Human Resources

#### 4200.3 - EMPLOYMENT OF SUBSTITUTE INSTRUCTORS

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This procedure is applicable to all District programs. It authorizes and restricts the employment of substitute instructors.

#### FUNCTION

1. For the purposes of this procedure, the terms "contract" or "monthly" employee include contract and regular employees as defined in Education Code, section 87601.
2. Substitutes are used to meet the instructional needs when departmental coverage is not available. Departmental coverage is normally provided for illness and leave or professional travel of short duration.

#### DISTRICT EEO RESPONSIBILITIES

1. It is the responsibility of the Board of Trustees, Management, Staff, and Faculty to ensure that Equal Employment Opportunity procedures are used as an integral part of the adjunct hiring process.
2. All participants in the hiring process shall receive training in EEO procedures and shall become knowledgeable about the District's EEO policies and procedures.
3. The District EEO Office shall cooperate with the EEO Site Compliance Officer and the Academic Senate to recruit, train, and maintain a suitable pool of Faculty members to serve as EEO Representatives and to implement the EEO policies and procedures.

#### IMPLEMENTATION

1. The appropriate site administrator, shall employ substitutes.
2. The dean is responsible for the orientation of a substitute. Certain orientation duties may be delegated to department chairpersons and/or vocational coordinators.
3. The appropriate dean is responsible for the evaluation of a substitute. Refer to the respective employee handbook/contract.

## REGULATIONS

1. All substitutes must meet established District requirements.
2. Instructors must have proper credentials on file in Human Resources for the positions in which they are to substitute.
3. Temporary hourly employees must be cleared by Human Resources for employment before assignment as substitutes. Full-time (100%) contract employees may be used as hourly substitutes without prior approval, subject to the limitations cited below.
4. Temporary hourly employees may be assigned as substitutes in excess of a total of 60% of full-time employment in any semester for service on a day-to-day basis pursuant to Education Code Section 87482.5(b): "Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status." Day-to-day substitution is to be interpreted as day-by-day substitution: (A) Authorization for substitution is to be given by the site administrator for one day only; (B) If it is learned that a substitute is needed on a succeeding day, the administrator may again authorize that individual to substitute; (C) If the site administrator knows that the need for substitution in a particular class is going to continue more than one day, employees with 60% or partial contracts should not be selected.
5. Full-time contract employees assigned the maximum hours of supplemental employment may be used as substitutes only in emergency situations with prior approval of the appropriate site administrator.
6. Monthly employees with partial contracts (less than 100%) may not be assigned any supplemental certificated hourly employment. Extended service payments are also considered to be supplemental certificated hourly employment.

Monthly employees with partial contracts (less than 100%) may be assigned as substitutes for services on a day-to-day basis pursuant to Education Code Section 87482.5(b): "Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status."

## FORMS/REFERENCES

Appropriate employment forms are available from Human Resources.

Adopted: October 30, 2007

## SUPERSEDES:

Procedure 4200.3, 10/02/84, 1/2/86, 10/14/1998