

SUBSTITUTES

Substitutes are to be sought from the following sources: reemployment lists, eligibility lists, former employees and applicants who meet the minimum qualifications of the vacant position. Persons on reemployment lists who are interested in substitute employment shall be given preferential consideration for assignments.

Duration of Assignments

A substitute assignment shall be considered a day-to-day, on-call assignment, normally of one calendar month or less. A substitute assignment may be terminated at any time upon one day's notice. A substitute employee may substitute in a vacancy for not more than 60 calendar days if the district is actively recruiting.

Successive Substitute Assignments

A substitute employee may be employed in any number of substitute assignments in one fiscal year as long as the total number of working days during the year, including days worked on short-term assignments, does not exceed 194.

Compensation

Substitute employees shall be paid an hourly rate equal to Step A of the salary range approved for the classification to which they are assigned, unless they were formerly employed in good standing in the same or a related higher classification, in which case they shall be paid on the appropriate salary range no higher than the rate paid upon termination of regular employment.

Benefits

Substitute employees shall not be eligible for any benefits granted to regular classified employees including but not limited to paid vacation and holidays, paid and unpaid leaves of absence, and fringe benefits (health and welfare benefits).