

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7236

### Substitute and Short-Term Employees

Date Adopted: 11/9/2004

Date Revised: 10/31/2025

Date Reviewed: 10/31/2025

References: Education Code Section 88003; UPEC Collective Bargaining Agreement

“Substitute employee” means any person employed to replace any classified employee who is temporarily absent from duty. In addition, one or more substitute employees may be hired for not more than the period that is reflected in the UPEC Collective Bargaining Agreement.

“Short-term employee” means any person who is employed to perform a 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.

Compensation for employees in the above categories shall be established by the Superintendent/President and approved by the Board of Trustees. Such compensation can either be at an hourly rate at the first step of the appropriate range of the Classified Salary Schedule, or at a rate determined appropriate for services rendered.