

# **San Diego Community College District**

## **Short-Term Employees, Student Workers, and Professional Expert**

### **Non Academic Non Classified Quick Reference Guide**

The San Diego Community College District (SDCCD) shall utilize short-term hourly non-academic employees, student workers, and professional experts in accordance with California Education Code Section 88003. These employees are not members of the classified service as defined by the California Education Code section 88003 and serve in positions that do not require academic certification.

#### 1. Short-term Employment

##### a. Substitute employee

##### i. Classified Employee Absence

1. Replacing the temporary absence of a permanent classified employee on an approved leave of absence
2. Appointment may not exceed \*175 (one hundred seventy-five) days in an academic year. Work for any portion of a day constitutes a day
3. Must pass a Live Scan background check and TB test

##### ii. Vacancy Replacement

1. Filling a vacancy of a permanent classified position
2. The district is actively engaged in the recruitment process
3. Appointment period may not exceed 60 (sixty) working days, subject to extension by approval of the Vice Chancellor of Human Resources
4. Must pass a Live Scan background check and TB test

##### b. Short-term Hourly Employees

- i. Performing a service, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis
- ii. Appointment may not exceed \*175 (one hundred seventy-five) days. Work for any portion of a day constitutes a day
- iii. Must pass a Live Scan background check and TB test
- iv. Not eligible to work more than twenty five (25) hours per week unless it is approved in advance and in writing by the appropriate manager and Cabinet member and verified by Human Resources
- v. Cannot supplant classified work

#### 2. Student Workers

##### a. College Work-Study or Work-Experience Programs

- i. Must be part of a work-study or work experience program
- ii. Must complete the Federal Student Aid Application and it must be awarded to the Student under federal methodology
- iii. Must be enrolled in at least 6 units (part-time or full-time)
- iv. Live Scan background checks and TB tests may be required by program needs (e.g. Child Development Center)
- v. Must work fewer than 40 hours during any workweek
- vi. Must maintain satisfactory academic progress according to federal guidelines

##### b. All other Student Workers

- i. Must be a student at SDCCD or other accredited College or University
- ii. Must be full-time (12 units or as defined by academic program in which the student is enrolled)
  1. Students working in the summer must have been full-time in the prior fall or spring semester or be a full-time student during the summer semester

- iii. Must work fewer than 40 hours during any workweek
- iv. Must not be academically disqualified or on academic probation (refer to the college catalog)
- v. Non- SDCCD students must pass a Live Scan background check and TB test. Live Scan background checks and TB tests may be required by program needs (e.g. Child Development Center) for all student workers.

3. Professional Expert

- a. Work on a finite project that falls outside the skills and knowledge of existing positions within the classified service
  - b. Must have specialized knowledge or expertise
- \* This number is pursuant to “Seventy-five percent of a college year” means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.

Please contact Human Resources with any questions.