

**CHECKLIST FOR HIRING AND ASSIGNING WORKERS
OTHER THAN ACADEMIC AND CLASSIFIED WORKERS**

[Substitute Employee Condensed Version]

If a prospective worker (i.e., exception to Education Code section 88003) is to be hired, subject to approval by the Board, copies of this checklist must immediately be provided to Human Resources to determine if the hire is consistent with the law. Education Code Section 88003. Human Resources will provide to CSEA a copy of each and any checklist for the hiring of those individuals it intends to submit to the Board for approval. CSEA must return these checklists with its responses within seven (7) days of receipt of the checklist from Human Resources.

If the prospective worker is hired for one position and then subsequently moved to another, or if an employee is moved to subsequent position(s) immediately after the initial assignment ends, (e.g., a substitute who fills different classified vacancies on different days) a new checklist for each simultaneous or subsequent assignment must be prepared and forwarded to Human Resources. In sum, **a checklist must be prepared for each assignment/hiring.** The supervisor, Human Resources, and CSEA representative must sign the form as indicated at the end of this checklist.

Prospective Worker's Name: _____

All workers must be employed within the classified service unless they fall within one of five statutory exceptions. The largest exception is for academic employees, who are not subject to this checklist. Please circle the letter in front of the other exception that you believe applies to this prospective worker. Then read the corresponding section of the checklist and provide the requested information. [This version of the checklist presumes it applies to the substitute employee. Please circle C to confirm.]

- A. Student worker
- B. Short-term worker
- C. Substitute
- D. Professional expert

To Supervisor, Human Resources, and CSEA representative: Upon completing the pertinent section of the checklist, proceed to page 4 of this checklist and sign and date the checklist.

C. SUBSTITUTES

1. Total Days of Employment

Pursuant to District policy, substitutes cannot be employed for more than 150 **total** days per fiscal year, regardless of the number of positions in which employed. Payroll and Human Resources are required to monitor this limitation. Further, the maximum period of time that a permanent classified vacancy can be filled by a substitute is 120 **calendar** days regardless of the number of substitutes assigned to the vacancy during that period.

Please list any prior substitute employment of this prospective worker by the District in this fiscal year, stating the name of the temporarily absent classified worker for whom this prospective worker substituted. If none, identify the position.

Name: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

1. Replacing a Temporarily Absent Classified Worker

Please identify the classified worker for whom this prospective worker will be substituting and the estimated duration of the temporary absence. The District maintains the right to hire but not assign a pool of potential substitute employees in advance of the time of actual need. At the time one of these substitutes is assigned to a position made vacant by a temporarily absent bargaining unit employee, the supervisor should indicate the following information on that substitute's timesheet and provide this information to CSEA via the instant checklist. For each substitute who works, the supervisor must indicate the name of the classified worker being substituted.

Name: _____

Classification: _____

Department or location: _____

Duration of Absence: _____

2. Temporarily Filling a Permanent Vacancy in the Classified Service

Substitutes cannot be employed to perform classified work unless they are either replacing a temporarily absent classified worker (paragraph C-2) or filling a permanent classified vacancy. In the latter case, they can only be employed to fill the permanent vacancy after the District begins a process to fill the vacancy with a regular classified worker. The maximum period of time that a permanent classified vacancy can be filled by a substitute is 120 **calendar** days, regardless of the number of substitutes assigned to the vacancy during that period.

Please provide the following information:

(If the prospective worker is not substituting for a temporarily absent classified worker, please identify the former incumbent of the vacancy, the classification, the date recruitment began (i.e. date District first advertised/posted position's availability), and the date the substitute is to begin, or enter "New" if a newly created position at "Name" below.)

Name: _____

Classification: _____

Department or location: _____

Date recruitment began (i.e., date District first advertised/posted position's availability):

Date substitute to begin: _____

Please attach a copy of the classified job announcement by which the District is actively engaged in filling the vacancy (or other relevant and substantially similar evidence to reflect the date the District began the hiring process.)

Have any other substitutes been employed to fill this vacancy in the 120-calendar day period? If so, please provide their names and duration of employment in this vacancy.

Name: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

PLEASE NOTE: Even if this is the first substitute to be assigned to this permanent vacancy, if that substitute has been employed previously in this fiscal year, all such employment must be counted against the 150-day limit described in paragraph C-1.

TO SUPERVISOR, HUMAN RESOURCES, AND CSEA REPRESENTATIVE: PLEASE CONFIRM THE COMPLETION, FORWARDING AND RECEIPT OF CHECKLIST AS INDICATED

To be Completed by Supervisor:

Name of Prospective Worker: _____

Signature of Supervisor who Completed Checklist: _____

Date Forwarded Checklist to Human Resources: _____

To Be Completed by Human Resources ("HR"): Note: HR must forward checklists approved by HR to CSEA before requesting Board to approve prospective worker.

Date Received Checklist from Supervisor: _____

HR Representative Signature and Date Forwarded to CSEA Representative:

Name of CSEA Representative to Whom Forwarded: _____

Date to be Returned to HR by CSEA: _____

To Be Completed by CSEA Representative:

CSEA must review and return its approval or objections to each checklist within seven (7) days of receiving the checklist from HR, and if CSEA fails to return the checklist within seven (7) days, it will be assumed CSEA approved the checklist.

Date CSEA Received Checklist from HR: _____

Date to be Returned to HR by CSEA: _____

CSEA Approves the Hiring Checklist:

- Yes. Sign and Date below. No. State Objections below.

CSEA Objections to Hiring or Assigning of Employee:

CSEA Representative Signature and Date: _____

Date CSEA Returned Checklist Approvals/Objections to HR: _____

To Be Completed by Human Resources:

District's Response to CSEA Objections:

District Representative Signature and Date: _____