

# ADMINISTRATIVE REGULATION 7238

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## SUBSTITUTE CLASSIFIED EMPLOYEES

Guidelines for the use of substitute classified employees are as follows:

- A. A substitute classified employee is used to replace a classified employee for the following reasons:
  - 1. An employee is temporarily absent from duty.
  - 2. The District is engaged in a procedure to hire an employee to fill a vacancy in a classified position.
  - 3. An employee is on an extended leave of absence.
- B. Except in special circumstances, one or more substitute employees will not be utilized for more than ninety (90) calendar days pursuant to the CSEA Collective Bargaining Agreement to fill a classified vacancy.

*Reference:*

*California Education Code, Section 88003*