

**SECTION XIII**  
**SHORT-TERM AND**  
**TEMPORARY**  
**EMPLOYMENT**  
**HIRING PROCEDURES**

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## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT SHORT-TERM AND TEMPORARY EMPLOYMENT HIRING PROCEDURES

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The District and ACE have an agreement to reduce the District's reliance on "casual" employees. "Casual" employees are defined in Education Code, Section 88003 as short-term employees:

"Short-term employee," as used in this section, 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.

"Seventy-five percent of a college year" means 195 working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of number of hours worked per day.

Casual employees may also include substitute employees, defined in the Education Code as follows:

"Substitute employee" as used in this section, means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the governing board may fill the vacancy through the employment, for not more than 60 calendar days\*, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time. (\*90 calendar days for CSEA employees)

The Temporary Employee Authorization ("TEA") packet is used to hire "casual" employees for:

- Short-term assignments (less than 180 days/year)
  - Seasonal assignments (e.g., fall quarter only, bookstore rush, registration)
  - A leave replacement/substitute (180 days)
  - A vacancy (ACE – 60 days/CSEA – 90 days) The District **must** reduce the number of casual employees. Therefore, before deciding to hire a short-term employee, carefully consider the following:
    - Is the work needed on a continuing basis? If so, is it possible to combine this position with other short-term assignments to create a regular classified position?
    - Is this work suitable for student employees?
    - Can this work be assigned to existing classified, supervisory or administrative staff without impacting classification levels or causing overtime?
    - If the work is ongoing; can it be done in less than 20 hours per week?
- Is it done during the academic year only? 10 months? 11 months?

- Can you eliminate the work? What are the consequences to students?

## PROCESS

AB500 requires that all employment of short-term employees (aka “temporary employees” and “casuals”) be approved by the Board *before* they begin work. Education Code Section 88003 that governs the employment of short-term and substitute employees has been changed to read:

“Short-term employee” as used in this section means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar service will not be extended or needed on a continuing basis. **Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of “classification” in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year.**

A casual/temporary employee may not begin work without prior Board approval.

Human Resources will not process any TEA for casual employees that have not first been submitted to the Board for approval.

### District Procedure for Processing of Short-Term Employees

- Submit Board item via email directly to Suzanne Pfeiffer in Human Resources (PfeifferSuzanne@fhda.edu) 8 working days prior to the Board meeting.

*Note: All of the TEA paperwork must be submitted at that time*

- Submit the information on the forms provided. There are two forms, one blank and one sample.

- Please pay attention to the end date. If an assignment is extended it must be submitted to the Board *before* the employee can continue beyond the approved end date.

*Note: This does not mean an assignment can be entered for an entire year, “just in case.”*