

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(REGULATION)

- Regular** A regular employee works a minimum of 20 hours per week, occupies an approved position in the District budget and is eligible for insurance and leave benefits.
- Part-Time** A part-time employee is defined as an employee who works less than 40 hours/week. A part-time employee may be either a regular employee or a temporary/hourly employee.
- Temporary / Hourly** A temporary/hourly employee is paid only for time worked, does not occupy an approved position in the District budget and is not eligible for insurance or leave benefits. A temporary/hourly employee may work continually for a maximum of four and a half months. However, such an employee may work indefinitely if the employee continually works less than 20 hours per week. The employment status of a temporary/hourly employee is identical to the employment status of a substitute as expressed below.
- Substitute** A substitute is available to work in place of a regular employee when that employee is out on leave or in a vacancy while that vacancy is in the process of being filled.
- Qualifications for working as a substitute in the District will be maintained by the department of human resources.
- Rates of pay for substitutes are established by the Board.
- Employment Status of Substitutes:
1. Any individual who has been approved for inclusion on the substitute list has no expressed or implied right to any particular assignment at any time.
 2. Any individual who has been approved for inclusion on the substitute list serves at the will of the District and has no expressed or implied right of continued employment with the District.
 3. At any time and without prior notice, the District may, at its sole discretion, elect to stop utilizing the services of any individual on the substitute list.