



AP 7236 Substitutes

References:

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Process for Temporarily Filling a Vacant Classified or MSC Position (Substitutes)

Option 1: When a regular position becomes vacant, a personnel action request form (P2-form) must be submitted and approved by the President’s Leadership Team for rehire. This approval does not automatically allow the department to hire a substitute. Prior to the vacancy being filled, the department is expected to “make do” without a substitute by deprioritizing work that does not need to be performed immediately and redistributing work among managers and department staff in equal or higher classifications as long as the scope of their job duties allows for it. If work must be assigned to staff in a lower classification, the department may be subject to “out-of-class” pay for the employee(s).

Option 2, if the first option is not viable: If the department cannot accomplish critical work without a sub, a part-time substitute may be requested to accomplish the required job duties of the vacated position. Part-time subs should be limited to 50% of the vacated regular position. This part-time substitute should be hired from outside the regular staff of the District. It is the expectation that the duration of the part-time substitute be limited to the time it takes to successfully recruit and fill the permanent position. All HR pre-employment processes must be completed before a sub may begin working.

Option 3, if the second option is not viable: If the department is still unable to accomplish the critical work required of the vacated position with a part-time sub, a full-time substitute may be requested from outside the regular staff of the District. The duration of the full-time substitute will be limited to the time it takes to successfully recruit and fill the permanent position. Any substitute requested to work 30 or more hours per week must be approved by the President’s Leadership Team. Substitutes that work 30 or more hours per week for 3 or more months may be offered medical benefits in accordance with the Affordable Care Act.

Option 4, if the third option is not viable: If the work of the vacated position is so unique that it is impossible to find a substitute from outside the District, a full-time substitute from within the department may be requested to accomplish the critical work of the vacant position. A justification for an internal substitute must be provided to the Vice President of the area and then be approved by the President’s Leadership Team. This should be a department’s last

resort to accomplishing the duties of the vacant position. Doing so will leave other duties from within the department that cannot be accomplished, and once again will need to be deprioritized as work not needing to be performed immediately, or that can be redistributed among other department staff in equal or higher classification as long as the scope of their duties allow for it.

Governing Assumptions and Standards

- Vacated positions should not be filled with a full-time substitute from regular staff outside of the department. Doing so causes a domino effect that impacts the work of another department and will give the perception that a position is being filled without going through the appropriate recruitment and hiring processes. Any exception to this rule must be justified in writing to the President's Leadership Team for approval. Full-time substitutes should not be used as a long-term interview or additional probation process for filling a vacancy.
- Newly created positions are just that and should not necessitate hiring a substitute. Once a classification specification has been created and approved, a P2-form must be submitted to the President's Leadership Team to begin the recruitment and hiring process.
- Human Resources will evaluate the creation of pools of qualified workers from outside the District interested in substitute work.
- All substitutes must meet the minimum qualifications for the job they are performing/subbing for. Departments may hire an Administrative Secretary I to substitute for a vacated Administrative Secretary III, but that substitute must only perform work within the scope of the Administrative Secretary I job spec and will be compensated at appropriate step on the Temporary-Non-Regular Salary Schedule for Administrative Secretary I.