

4400 The Merit System

4450 Employment Lists

4453 Short-Term Assignments

4453.2 Limited-Term Assignments

- A. A limited-term assignment is an appointment of a person to a position, the duration of which is not to exceed six months; or in the case of an appointment in lieu of an absent employee, is not to exceed the absence of said employee.
- B. A limited-term assignment to any class shall meet the entrance qualifications specified in the appropriate class description.
- C. Eligibles shall be certified in accordance with their position on the eligibility list, if available, and their willingness to accept such limited-term assignments.
- D. Limited-term assignment shall include the following:
 - 1. Substitute Assignment – A temporary employee assigned to the same or lower related classification than that of the absent employee.
 - 2. Relief Assignment – An assignment to a relief position which augments the number of regular positions in a given organizational unit.
 - 3. Emergency Appointments - If it should become necessary in time of emergency to fill positions in the classified service to prevent the stoppage of public business and persons on eligibility lists are not immediately available, the Director, Human Resources may make emergency appointments for a period not to exceed 15 working days.
 - 4. Summer School/Extended Program Appointments – Temporary employee service during the summer session.
- E. Compensation for limited-term or substitute employees, including regular employees working on a limited-term or substitute basis in another class, may be at any step of the authorized pay range for the class in which the appointment is made, subject to the same restrictions as apply to regular appointments.

Reference:

Education Code Sections 45286 and 45290

Approved:

April 22, 1993