

## Administrative Regulation

### Classified Service, Appointments Other than Regular

#### A. Provisional Appointments

When an eligibility list does not exist for a position in the classified service other than a limited-term or substitute position, the personnel director may authorize a provisional appointment subject to the following conditions:

1. The appointee must meet the minimum requirements for the class.
2. The provisional appointment or appointments may accumulate to a total of 90 working days.
3. A 90-calendar-day interval shall elapse before the person is again eligible to serve in any full-time provisional capacity.
4. In no case may a person be employed in full-time positions for a total of more than 126 working days in any fiscal year under provisions of this section.
5. If the position is one in which the assignment is less than 35 hours per week, it shall be considered part-time; and successive 90-working-day provisional appointments may be made for in excess of 126 working days in any one fiscal year.
6. The services of a provisional appointee shall be terminated within 15 calendar days after the date on which an eligibility list has been established.

#### B. 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, the Board of Education, through its authorized department heads, may make emergency appointments, without reference to eligibility lists, for a period not to exceed 15 working days.

When such emergency appointments are made, it shall be the duty of the Board of Education to notify the personnel director in writing naming the appointee or appointees, date of appointment, nature of duties performed, and giving a statement justifying the emergency nature of such appointments. Time served under such emergency appointments shall be considered as part of the period permitted under the Education Code for provisional appointments.

C. Substitute or Limited-Term Appointment

Whenever necessary in any class, there may be established and maintained a list for limited-term assignments. Selection of candidates for such a list shall be made in the following order: first, from the reemployment list; second, from the eligibility list for that class in the order of rank on such lists and the willingness of the candidates to accept such employment; and third, from qualified applicants for that class.

Acceptance or rejection of assignment to a substitute or temporary position shall not affect the eligibility of any candidate for a regular assignment when the candidate's name is reached on the reemployment or eligibility list.

After appointment to a substitute or temporary position, employees may be reappointed thereafter to substitute or temporary vacancies upon the basis of seniority and/or service records. All employees on such lists whose eligibility for assignment to a regular position expires, and who maintain satisfactory service performance, shall retain their substitute or relief status unless dismissed for cause or for failure to accept three consecutive offers of assignment. To be eligible for appointment to a regular position, they must qualify by competitive examination for a place on subsequent eligibility lists. No person shall remain on a substitute or temporary employment list for more than one year after the termination of his/her last substitute or temporary assignment.

Any employee who has elected to accept a substitute or temporary assignment and who has been employed in the same assignment for ten (10) consecutive working days, shall be compensated at a rate equivalent to the first step of the salary range for the position in which the employee is working.

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