

## 1.0 Short-Term Temporary/Substitute Employees

- 1.1 Short-Term temporary employees shall be released at any time that the overload work or special assignment has been completed.
- 1.2 Short-Term and on-call substitutes shall be released whenever the regular employee has notified the administrative officer/supervisor of the date that he/she will return to work.

## 2.0 Temporary and Long-Term Substitute Employees

- 2.1 Temporary employees appointed to work six (6) to nine (9) months shall be entitled to complete the assignment approved by the Board. Employment shall not exceed one-hundred ninety-five (195) days in a fiscal year.
- 2.2 Long-Term substitute employees shall be entitled to complete the assignment approved by the Board. They may be released at any time after that date. Employment shall not exceed one-hundred ninety-five (195) days in one (1) fiscal year.

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LRCCD

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Adm. Regulation None