



# BOARD POLICY

No. 7300

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **EMPLOYMENT/TERMINATION OF SHORT-TERM AND SUBSTITUTE EMPLOYEES**

The Mendocino-Lake Community College District employs short-term and substitute employees, including student employees, on a temporary, hourly basis. These employees are not part of the classified service.

The Board of Trustees hereby directs the Superintendent/President, or designee, to approve the employment of short-term, substitute employees in accordance with Education Code 88003.

A list of short-term and substitute employees including the service to be performed, as well as the start and end dates of the service, will be presented for ratification at a regularly scheduled Board meeting. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

Short-term and substitute employees may be terminated at any time by the Superintendent/President.

Salary schedules for short-term and substitute employees will be negotiated with the exclusive bargaining unit.

Reference: Education Code 88003