

## **DEFINITIONS - ADMINISTRATIVE REGULATIONS**

### **I. Substitute and Short-Term Employees**

- A. A substitute employee is one taking the place of a probationary or permanent employee and serves for less than 75 percent of the school district.
- B. A short-term employee is any person who is employed to perform a service for the District that will not be extended for more than one work year.
- C. Seventy-five percent of a school year means 195 working days, including holidays, sick leave, vacation and other leaves of absence irrespective of the number of hours worked per day.
- D. Employees classified as substitute or short-term are not eligible to belong to the classified service and shall receive no sick leave, vacation, holiday, retirement or any other fringe benefit.

### **II. Part-Time Employee**

- A. An employee serving less than 8 hours per day in a regular and continuous position which will extend for more than one work year shall be classified as being part-time and shall be eligible for sick leave, vacation, holiday or any other fringe benefit on a pro-rated basis.
- B. Part-time employees may qualify for the Public Employees Retirement System providing they serve more than four hours per day on a regular time basis or an average of 87 hours per month if the hours of daily service are of a variable amount.

### **III. Permanent Employee**

An employee who serves satisfactorily in one classification for a period of six consecutive months shall be deemed as being a permanent employee of the District.

### **IV. Probationary Employee**

- A. An employee who serves less than six consecutive months in a particular classification shall be deemed as being a probationary employee.
- B. The probationary period commences with the original appointment or change in classification.
- C. If and when a substitute or short-term employee becomes eligible for probationary status, his/her previous service shall be counted in determining sick leave and vacation provided

there was no break in service.

**V. Positions Created Under Special Federal and State Funds That Are Not Part of the Regular School Program**

- A. Positions not requiring certification qualifications created by the Board under Federal or State legislative enactment and not a part of the regular school program shall be a part of the classified service. Persons employed in such positions shall be classified employees and shall enjoy the same rights, responsibilities and benefits accorded other classified employees.
  
- B. If specially funded positions are restricted to employment of persons of low income groups from designated impoverished areas or other criteria which restricts the privileges of all citizens to compete for employment in such positions, such positions shall be designated as restricted classified positions. Persons employed in restricted classified positions shall be classified employees for all purposes except:
  - 1. They shall not acquire seniority credits in regards to layoff and re-employment.
  
  - 2. They shall not be eligible for promotion into the regular classified service until they have served at a satisfactory level a minimum of six months in the restricted position. Upon appointment to the regular classified service, such employee shall be eligible for full rights, benefits, and responsibilities of any other classified employee in the regular classified service. His/her services in the regular classified service shall be counted from the original date of employment in the "restricted" position even though the position in which the employee serves has been designated as a restricted classified position.

Legal References: EC 45103, 45105, 45113

ADOPTED: 3-20-74, 6-28-88

DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA