

Certificated Personnel

Temporary/Substitute Personnel

The District may employ substitute or temporary certificated personnel in accordance with law.

Suitable programs for training, assigning, orienting and evaluating the work of substitutes or temporary employees shall be provided by the certificated staff under the Superintendent's direction.

The Board of Education shall adopt and make public the rates of compensation for substitute certificated staff. (E.C. 44977, 45030) Substitute teachers shall not participate in the health and welfare plans or other fringe benefits of the District.

The Superintendent or designee shall develop a pool of qualified substitute teachers for emergency situations. He/she shall provide public notice of the basic skills proficiency test requirements and the dates and locations of test administration. Individuals who are known to be qualified as substitutes in other respects shall be encouraged to take the state basic skills proficiency test at its earliest administration. (E.C. 44830)

Healthy Workplaces, Healthy Families Act

Any eligible temporary or substitute employee not exempted by law who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such an employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. An employee's use of accrued paid sick days shall be limited to 24 hours or three days in each year of employment. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. The District shall not be obligated to provide compensation to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment, except if an employee separates from the District and is rehired by the District within one year from the date of separation. In such cases, previously accrued and unused paid sick days shall be reinstated. The District may set a reasonable minimum increment, not to exceed two hours, for the use of paid sick leave.

Legal Reference:

EDUCATION CODE

- 23919 Retirant employed as substitute teacher
- 44252.5 State basic skills assessment required for certificated personnel
- 44300 Emergency teaching or specialist permits
- 44830 Employment of certificated persons; requirements of proficiency in basic skills
- 44839.5 Employment of retirant
- 44914 Substitute and probationary employment in computation for classification as permanent employee
- 44916 Time of classification; statement of employment status
- 44917 Classification of substitute employees; temporary employment deemed probationary employment
- 44918 Substitute or temporary employee deemed probationary employee; reemployment rights

- 44919 Classification of temporary employees
- 44920 Employment of certain temporary employees; classifications
- 44921 Employment of temporary employees; reemployment rights
- 44953 Dismissal of substitute employees
- 44954 Release of temporary employees
- 44956, 44957 Rights of laid-off teachers to substitute positions
- 45030 Substitutes
- 45041 Computation of salary
- 45042 Alternative method of computation for less than one school year
- 45043 Compensation for employment beginning in the second year

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 5

- 5502 Filing of notice of physical examination for employment of retired person
- 5503 Physical examination for employment of retired persons

Adopted: (8-12 2-16) 2-19

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California