

**TEMPORARY/SUBSTITUTE PERSONNEL**

1. Time Cards

All supplemental time sheets will list the name of the employee who is absent, and the employee's absence report should list the substitute who worked in his/her position.

2. Payment

~~Unless otherwise written by the Superintendent, classified employees will be paid at the probationary rate of the lowest level of the job classification.~~

*All classified substitutes will be paid at step 3 of the level of the job classification.*

3. Increased Payment

*After 10 days (consecutive days at one assignment) of substituting, all classified substitutes will be paid on step 5 of the level of the job classification.*

After 20 days of substituting in a specific program, the Superintendent may authorize classified payment up to the rate of the absent employee's range.

4. Mileage

The negotiated mileage agreement provides a basis for districtwide equity. It refers to "assigned" services, and substitute work is voluntary, but it is the intent of the district to compensate substitutes who work at more than one site during a day for required level travel between/among those sites.

**Exhibit  
version:**

**ARENA UNION ELEMENTARY/POINT ARENA JT. UHSD  
February 15, 2001  
Point Arena, California**

**TEMPORARY/SUBSTITUTE PERSONNEL**

**Definition**

"Extra-hire is the same as "substitute" except the district employee is not ill. Extra-hires, like substitutes, have not been interviewed and there has been no job announcement or advertisement for their position. They require the same paperwork for payroll as a substitute. All extra-hire requests **MUST** be approved by the Superintendent **BEFORE** any work is performed.

1. Time Cards

All extra-hires will turn in a supplemental time sheet. At the bottom, the Superintendent should write "extra-hire" and list the hourly rate.

2. Payment

Unless otherwise written by the Superintendent, "extra-hire - classified" employees will *be* paid at the ~~probationary rate of the lowest level of the job classification~~ *the same rate of pay according to the classified substitute rate of pay listed in E(1).*

3. Time Frame

To avoid allegations of favoritism and to ensure that employees receive fair compensation and benefits, the Superintendent **must not** use extra-hires any more than 20 days within a two-month period. If there is more than 20 days of work available, the Superintendent should plan to turn in a Position Vacancy Announcement form for a temporary and advertise and interview.

**Exhibit  
version:**

**ARENA UNION ELEMENTARY/POINT ARENA JT. UHSD  
February 15, 2001  
Point Arena, California**