

**San Bernardino County Superintendent of Schools  
Policy 4121, 4221, 4321**

**SUBSTITUTE/HOURLY EMPLOYEES**

When personnel needs dictate, the County Superintendent of Schools Office may hire substitute/hourly employees as necessary to carry on the functions of the County Superintendent of Schools Office.

Rates of compensation for services rendered shall be set by the County Superintendent of Schools.

Substitute/hourly employees are employed on a day-to-day basis and their services may be discontinued at any time.

Substitute employees shall not be employees for periods longer than allowed by laws applicable to their particular position classification.

*Approved: September 15, 1994*