

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Policies Covering All Employees**

**Board Policy No. 4017:      EMPLOYMENT OF SUBSTITUTE CERTIFICATED  
EMPLOYEES. AND EMPLOYMENT OF SUBSTITUTE  
AND SHORT-TERM EMPLOYEES NOT IN THE  
CLASSIFIED SERVICE**

- A.     The Board hereby delegates to the Superintendent the authority on behalf of the Board and the District to employ and to terminate substitute certificated employees, substitute classified employees not in the classified service, employees in part-time playground positions where the employee is not otherwise employed in a regular classified position; all subject to subsequent ratification by the Board.
  
- B.     In accordance with Education Code section 45103(d)(2) a "short-term" means any employee who is employed to perform a service, upon the completion of which, will not be extended or needed on a continuing basis. Before employing a short-term employee, the Board, at a regularly scheduled Board meeting, shall specify the service required to be performed by the employee, and shall certify the ending date of the service. This ending date may be shortened or extended, but shall not extend beyond seventy-five percent (75%) of a school year.
  
- C.     The delegation of authority in this Board Policy with regard to certificated employees is limited to substitute certificated employees who are employed for less than seventy-five percent (75%) of a school year as defined by Education Code section 44918.
  
- D.     The delegation of authority in this Board Policy with regard to employees substituting for regular classified employees or short-term employees not in the classified service is limited to employees who are employed for less than seventy-five percent (75%) of a school year as defined by Education Code section 45103.
  
- E.     The Superintendent in exercising the delegated authority in this Board Policy shall conform to all relevant laws, Board Policies and appropriate personnel practices. The Superintendent in exercising the delegated authority in this Board Policy also shall act consistently with the Budget adopted by the Board and prudent business practices.

Legal References:

Education Code sections 35161, 44918, 45030, and 45103

Date Policy Adopted By The Board: September 6, 1990

Date Policy Last Revised By The Board: May 6, 2010