



BOARD POLICY

No. 703

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EMPLOYMENT/TERMINATION OF SHORT-TERM AND SUBSTITUTE EMPLOYEES

The Mendocino-Lake Community College District employs short-term and substitute employees, including student employees, on a temporary, hourly basis. These employees are not part of the classified service.

The Board of Trustees hereby directs the Superintendent/President, or designee, to approve the employment of short-term, substitute employees in accordance with Education Code 88003.

A list of short-term and substitute employees including the service to be performed, as well as the start and end dates of the service, will be presented for ratification at a regularly scheduled Board meeting.

Short-term and substitute employees may be terminated at any time by the Superintendent/President.

Salary schedules for short-term and substitute employees will be determined by the Superintendent/President and revised as needed.

Ed Code 88003

Adopted: December 6, 2000

Revised: July 11, 2007

February 2, 2011