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**HUMAN RESOURCES**

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**BP 7236     SHORT-TERM EMPLOYEES**

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**Reference:**

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Education Code Section 88003

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"Short-term employee" means any person who is employed to perform a service for the District upon the completion of which the service required or similar services will not be extended or needed on a continuing basis.

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Before a short-term employee is employed, the Governing Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

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See the Short-Term Employee Hiring Regulations available in the Human Resource Services Office.

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Office of Primary Responsibility: Human Resource Services

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**Date Adopted: 12/09/2008**

*(This is a new policy recommended by the CC League and the League's legal counsel)*