

# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7455

PAGE: 1 OF 4

CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **1-14-63**

SUBJECT: **Request for Secretarial/Clerical Substitutes and Casual Help**

REVISED: **9-07-99**

## **A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing use of substitute/casual secretary and clerical help.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy; California Education Code Section 45103.

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Personnel Administration Department, Human Resource Services Division, Administrative/Operational Support.
2. **Substitute and short-term service is limited to essential work that cannot be covered temporarily by regular personnel.** The California Education Code Section 45103 governs the use of classified substitute and short-term employees. There are only three situations in which an hourly employee can be used:
  - a. To replace a classified employee who is temporarily absent from duty.
  - b. To fill a vacant classified position for which the recruitment process is underway.
  - c. To perform a short-term service for the district upon the completion of which the service or similar services will not be extended or needed on a continuing basis.

Upon request of a school or central office, the Personnel Administration Department provides a substitute for a secretary or clerk who is absent for any reason (illness, personal business, floating holiday, extra vacation days, etc.)

- a. **Elementary and secondary school sites.** Secretarial and clerical substitutes will be provided on the fourth day of absence. Principals may request coverage for absences less than four days in critical need situations by contacting the Substitute Help Desk at 293-8468.

SUBJECT: **Request for Secretarial/Clerical Substitutes  
and Casual Help**

NO: **7455**

PAGE: **2 OF 4**

EFFECTIVE: **1-14-63**

REVISED: **9-07-99**

---

- b. **Central offices.** Manager, supervisor, or designee contacts the Substitute Help Desk at 293-8468 when substitute coverage is needed.

*All exceptions for critical need situations must be approved by the Human Resources Services Deputy Administrative Officer or designee.*

## **D. IMPLEMENTATION**

### **1. School Sites Requesting a Substitute**

- a. **Elementary and secondary site employees in the following classifications** enter absence information into the district's Substitute Assignment Management System (SAMS):

Clerk Typist I	School General Secretary III
Clerk Typist II	School Library Technician I
Clerk Typist III	School Library Technician II
School Clerical Assistant	SIS Technician I
School Clerk I	SIS Technician II
School Clerk II	Middle Level Financial Clerk
School General Secretary I	Senior High Financial Clerk
School General Secretary II	Administrative Assistant

- b. **School site secretary or designee** calls SAMS (293-8003) to review absences and assigned substitutes at the school site daily. If a substitute has been assigned but the school site determines the substitute is *not required*, it is the responsibility of the site to: (1) contact the assigned substitute to notify him/her of cancellation, and (2) register the cancellation of the job assignment on SAMS.
- c. **Substitute** reviews and receives assignments through SAMS. After an assignment is accepted, the substitute contacts the site to verify that services are needed. Upon arrival at the site, substitute checks in at the school office and gives name, phone number, and job number to principal/supervisor or designee. Before leaving the site, the substitute needs to sign the time card and verify that total number of hours is correct.

SUBJECT: **Request for Secretarial/Clerical Substitutes  
and Casual Help**

NO: **7455**

PAGE: **3 OF 4**

EFFECTIVE: **1-14-63**

REVISED: **9-07-99**

---

2. **Central Office Requesting Substitute**

- a. **Manager, supervisor, or designee** contacts the Substitute Help Desk at 293-8468 when substitute coverage or short-term service is needed. The Help Desk will enter the request into SAMS.
- b. **Substitute** contacts the office or department to notify them that the assignment has been accepted and reports to assignment.

3. **Requesting Short-Term Employee**

- a. **School sites and central offices** contact the Substitute Help Desk at 293-8468 to request a substitute for a short-term service which will not be needed on a continuing basis.
- b. **Assigned employee** contacts school site or central office department to notify them that assignment has been accepted and reports to work; before leaving site, signs time card and verifies that total numbers of hours is correct.
- c. **Regular secretary** completes time card following instructions in the Personnel/Payroll Handbook; sends to the Payroll Unit for processing.

4. **Length of Assignment.** It is the responsibility of the site administrator and the central office department head to ensure that substitute and short-term clerical/secretarial assignments do not continue beyond approved length of time.

5. **Releasing a Substitute**

- a. **Regular secretary or clerk** calls principal or supervisor before 7 a.m. on the day of return according to site plan.
- b. **Principal/supervisor** or designee notifies substitute as soon as possible of release; modifies assignment end date or cancels job assignment in SAMS as appropriate.
- c. **Regular secretary** prepares time card following instructions in the Personnel/Payroll Handbook; sends to the Payroll Unit for processing.

**E. FORMS AND AUXILIARY REFERENCES**

1. Hourly time card (available from the Payroll Unit).

SUBJECT: **Request for Secretarial/Clerical Substitutes  
and Casual Help**

NO: **7455**

PAGE: **4 OF 4**

EFFECTIVE: **1-14-63**

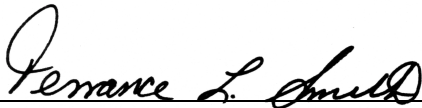
REVISED: **9-07-99**

---

2. Personnel/Payroll Handbook.
3. SAMS instruction brochure for secretaries.
4. SAMS instruction brochure for substitutes.
5. SAMS instruction brochure for employees.
6. Clerical Substitute Information and School Directory.

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



\_\_\_\_\_  
Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education