

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Substitute Employees	
Subject: Temporary Employees	Revised: August 2004
CSC Rule: 10.11, 13.01	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\TEMPORARY EMPLOYEES\Substitute EmployeesS.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

Following are questions/answers relating to substitute appointments, the recent addition to Civil Service Ordinance 2.40.080(14).

1. **Question:** Are multiple substitute appointments possible when it is necessary to fill a position vacated by someone on medical leave?

Answer: Yes. Multiple substitute appointments are permissible. For example, a Supervising Administrative Clerk I may go on medical leave and her position in turn is filled by a substitute appointment of a Senior Typist Clerk in the department. The Senior Typist Clerk in turn may be filled by a substitute appointment of an Intermediate Typist Clerk in the department.

2. **Question:** What salary step/anniversary dates are given to a County employee acting in a substitute appointment when he/she is returned to his/her former position?

Answer: County employees returned to their former position should be "made whole" in terms of the normal salary progression they would have achieved were it not for the substitute appointment.

3. **Question:** Does a substitute employee who is laid off due to the return of the incumbent have the right to be placed on a reemployment list for the substitute class?

Answer: Reemployment and bump rights are accorded to substitute employees only when permanent status is achieved in the substitute appointment.

Note: Also see form "Substitute Appointments" which explains rights and is signed by Employee and Department Head.