

# **GCE/GDE-AR Employment of Temporary Employees, Contracted Services and Consultants**

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **GCE/GDE-AR**  
Adopted: 11/13/01  
Revised/Readopted: 7/9/02  
Orig. Code(s): R4112

## **Employment of Temporary Employees, Contracted Services and Consultants**

All persons who receive compensation for services rendered to the district must be regular, temporary or substitute employees or employees of another agency, business or service with which the Board/superintendent has a valid contract to receive specified services.

### **Employees**

All employees will be approved through the department of human resources:

1. Regular employees are those persons with an assigned FTE who are employed in specified and approved positions in the table of organization. Refer to Board policy GCC/GDC -Recruitment/Hiring/Fingerprinting/Initial Employment and accompanying administrative regulation for the employment process of regular employees;
2. Substitute employees are those persons employed to work in the absence of a regular employee. A list of approved substitute employees is distributed through human resources. Only those substitutes whose names appear on the list are to be used;
3. Temporary employees are those persons employed by the district for a specified length of time and/or specific assignment or for positions designated by the district as temporary. Hiring of temporary employees must be coordinated with the department of human resources.

### **Temporary Licensed Employees**

Temporary teachers will normally be hired under the following circumstances:

1. Inadequate amount of time to effectively recruit for a vacancy;
2. Inadequate number of qualified applicants, as determined by the director of human resources;
3. When there is less than a full school year remaining, but too long a period of time for use of a substitute teacher;
4. When a position is deemed experimental or the position itself is deemed to be temporary in nature;
5. To replace a licensed teacher on an approved leave of absence of a known duration or of a sufficient length of time to warrant the hiring of a temporary teacher;
6. Under other circumstances as determined appropriate by the director of human resources.

Temporary teachers will be hired in instances where a vacancy or a new position occurs after commencement of the new school year. All temporary teachers will be given notice of non-renewal as required by law.

All temporary teachers are eligible to apply for licensed vacancies that occur. Should a temporary teacher subsequently be hired for a regular position he/she held on a temporary

basis, then the person will be given a regular probationary contract for the ensuing year, unless the original position was designated as experimental or temporary. Should the temporary teacher be hired for a different position than the one he/she just held, then the temporary teacher will be given either a new temporary contract or a regular probationary contract, depending upon the nature of the new position as described above.

ORS 342.840 provides that a teacher employed for 135 consecutive days in any school year shall receive credit for a full year of employment regarding acquisition of contract status.

Temporary teachers employed for 60 calendar days or less are excluded from the bargaining unit. Temporary teachers employed for more than 60 calendar days are included in the bargaining unit.

### **Contracted Services**

The use of contracted services shall be limited for formal agreements with another agency, business or service. All formal agreements must have written approval by the administration and/or Board.