

## **SUBJECT: TEMPORARY AND PART-TIME EMPLOYEES**

The District Superintendent is authorized to fill vacant positions on a temporary or part-time basis, and to fill encumbered positions on a substitute basis, when such positions are necessary for the maintenance or continuity of a program or service.

### **Temporary Employees**

Upon the recommendation of the District Superintendent, mid-year vacancies may be filled on a temporary basis for the remainder of the school year. Temporary employees shall satisfy the minimum qualification requirements established by New York State Civil Service and Education Law.

### **Part-Time Employees in Positions Requiring Certification**

In order to meet the education needs of the BOCES and upon the recommendation of the District Superintendent, individuals may be employed on a part-time basis in administrative or instructional positions requiring New York State Education certification. Anyone employed for less than the regular full-time schedule for the classification is considered part-time and shall not accrue any seniority, except in the event of an involuntary reduction from full-time to part-time.

### **Part-Time Employees in Classified Civil Service Positions**

Upon the recommendation of the District Superintendent, individuals may be employed on a part-time basis in classified New York State Civil Service positions. Anyone employed for 50% or less of the regular full-time weekly schedule for the classification is considered part-time and shall not accrue any seniority.

### **Substitute Employees**

Upon the recommendation of the District Superintendent and with the approval of the BOCES Board, a listing of substitute employees will be maintained for the purpose of filling encumbered positions on a per diem basis.

Upon the recommendation of the District Superintendent and with the approval of the BOCES Board, long-term substitutes may be appointed to fill encumbered positions for which leaves of absence have been granted. A long-term substitute is one employed for more than twenty-five (25) consecutive work days in a specific instructional position.

(Continued)

**SUBJECT: TEMPORARY AND PART-TIME EMPLOYEES (Cont'd.)**

**Retirement System Eligibility**

All temporary, part-time and substitute employees may participate in the appropriate New York State Retirement System.

8 New York Code of Rules and Regulations  
(NYCRR) Section 80.36  
Education Law Section 3023

Adopted: 7/10/02