

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
Substitute Hourly Pay Schedule
Effective July 1, 2026

Substitute employee means any person employed to:

1. Backfill any regular classified employee who is temporarily absent from duty:
 - a) To backfill a regular classified employee, substitute shall not exceed 195 working days within the fiscal year.
 - b) This is to be a cumulative figure, the sum being the combined days worked in all departments.
 - c) Hiring managers must monitor and ensure employee does not work beyond 195 days regardless of the number of hours worked per day.
 - d) Must only work up to max amount of hours as employee on leave.
 - e) At-will, no entitlement rights to any position in the District, and not benefits eligible.

OR

2. Temporarily fill an approved, budgeted classified vacancy, if the District is engaged in a procedure to hire a regular employee to fill said vacancy:
 - a) To fill an approved, budgeted classified vacancy, substitute shall not be employed for more than 120 working days without a break in service.
 - b) Limited to 19 hours per week.
 - c) At-will, no entitlement rights to any position in the District, and not benefits eligible.

Job Category	Brief Description
Any classified classification	Absence or budgeted vacancy of any classified classification. Paid at step A of salary range for the position being substituted.