

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
Substitute Hourly Pay Schedule
2026-2027

Guidelines for Hiring a Substitute Employee:

- Substitute employee means any person employed to:
 - Backfill any regular classified employee who is temporarily absent from duty **OR**
 - Temporarily fill an approved, budgeted classified vacancy, if the District is engaged in a procedure to hire a regular employee to fill said vacancy.
- To backfill a regular classified employee, substitute shall not exceed 195 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days worked in all departments. Hiring managers must monitor and ensure employee does not work beyond 195 days regardless of hours worked in a day.
- To fill an approved, budgeted classified vacancy, substitute shall not be employed for more than 120 working days without a break in service.
- 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.