



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

FORMER CLASSIFIED EMPLOYEE REQUEST TO SUBSTITUTE

My information is as follows:

Name: _____
Previous Classification _____
Previous Supervisor _____ Previous Work Location _____
Resignation ☐ Retirement ☐ Disability Retirement ☐ Date of Separation _____
Primary Phone _____ Secondary Phone _____
Email Address _____

I would like to be considered to substitute in the following classifications:

1. _____
2. _____
3. _____
4. _____

My availability to substitute is as follows:

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| ____ a.m to ____ p.m. | ____ a.m to ____ p.m. | ____ a.m to ____ p.m. | ____ a.m to ____ p.m. | ____ a.m to ____ p.m. |

Please note that this is a request. Multiple factors such as, but not limited to, substitute need, availability, employment history, and recommendations from previous supervisors will be taken into consideration by the Personnel Department to determine a former employee's eligibility to be placed back to substitute employment status. Pre-placement requirements may also need to be updated. *Substitute employment status is not guaranteed.*

Retirees of CalPERS may not be employed for a period of 6 months (180 days) after retirement, and are limited in the number of hours they may work in a fiscal year. Please contact your CalPERS representative for further details.

Please see Merit Rules 7.2.12.A.1 and 7.2.12.A.2 regarding hourly rates of pay for former employees who have separated or retired from the District.
[Chapter 7 - Wage and Salary Provisions](#)

Signature: _____ Date: _____

OFFICE USE ONLY

- ☐ 6 month waiting period met (if retiree) [Verify retirement date on CalPERS website]
- ☐ Supervisor recommendation received
- ☐ Review of all personnel files

Approved for Substitute Work: Yes ☐ No ☐ Circle and initial appropriate classifications above

Signature Director, Classified Personnel _____ Date _____