

# PENN MANOR SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE AND SHORT-  
TERM EMPLOYEES

ADOPTED: February 8, 1999

REVISED:

505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES	
1. Purpose	Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.
2. Authority SC 406	The Board shall approve annually the names of potential substitute classified personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.
SC 406	The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.
3. Guideline	Approval shall normally be given to those candidates for employment recommended by the Superintendent.
SC 111 23 Pa. CSA 6301	Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.  Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next meeting. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend,  The administration may seek such recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

505. EMPLOYMENT OF SUBSTITUTE  
AND SHORT TERM EMPLOYEES - Pg. 2

<p>42 U.S.C. Sec. 653a</p> <p>School Code 406, 111, 1111</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
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