

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: September 13, 2010

REVISÉD:

PENN MANOR
SCHOOL DISTRICT

1. Authority SC 406, 1101, 1106, 1148 SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	305. EMPLOYMENT OF SUBSTITUTES Qualified and competent substitutes for professional and support employees shall be employed by the district in order to provide continuity in the educational programs and services of the schools. The Board shall approve annually the names of potential substitute employees 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. Approval shall normally be given to the candidates for employment recommended by the Superintendent. Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district. Retroactive approval shall be recommended to the Board at the next regular Board meeting. A candidate shall not be employed until the individual 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. A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board. <u>Compensation</u> Long-term substitutes of ninety (90) days or more for professional employees shall be paid in accordance with the provisions of the collective bargaining agreement. Day-to-day substitutes shall be paid at a rate determined by the Board of School Directors.
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2. Delegation of Responsibility	Compensation for support employees shall be at the per hour rate for designated staff positions approved by the Board. The Superintendent or designee shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute employment. The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only. The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties. References: School Code – 24 P.S. Sec. 108, 111, 406, 1101, 1106, 1148 State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq. Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq. Board Policy – 000, 104
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