

Policy No.:	300-5
Section:	EMPLOYEES
Title:	EMPLOYMENT OF SUBSTITUTES
Date Adopted:	4/18/88
Date Last Revised:	4/19/21; 10/22/07

300-5 EMPLOYMENT OF SUBSTITUTES

Authority

Qualified and competent substitutes for professional and support employees shall be employed by the District in order to provide continuity in the educational programs, operations and services of the schools. The District may also contract with third party vendors to provide substitutes.

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.

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 and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

A candidate's or employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for non-hire or dismissal by the Board.

The Board shall not discriminate against candidates because of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, handicap/disability, or membership in any other protected class.

Guidelines

Pre-Employment Requirements

The District shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the District or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The District may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.

Policy No.: 300-5
Section: EMPLOYEES
Title: EMPLOYMENT OF SUBSTITUTES
Date Adopted: 4/18/88
Date Last Revised: 4/19/21; 10/22/07

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.

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

A candidate for employment in the District shall not receive a recommendation for employment without evidence of their certification when such certification is required.

Compensation

Substitutes shall be paid on a per diem basis at a rate set by the Board for the various classes of employees.

Delegation of Responsibility

The Superintendent or designee shall be responsible for all aspects of the employment of substitutes, including, but not limited to recruitment, screening, assignment and recommending candidates to the Board for placement or retention on the approved substitute list.

The Superintendent or designee may seek recommendations from former employers and others to assess a candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.