

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: April 28, 2004

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 406</p> <p>3. Guidelines</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.</p> <p>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 following approval of such a list.</p> <p>The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such a person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>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.</p> <p>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 the screening process.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
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<p>4. Delegation of Responsibility</p> <p>School Code 406, 111</p> <p>23 Pa. C.S.A. 6301 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p><u>Compensation</u></p> <p>Substitutes for classified employees will be compensated at a rate set annually by the Board for the various classes of employees.</p> <p>Substitute classified employees shall not be eligible for fringe benefits irrespective of days worked.</p> <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term classified employment.</p> <p>Only those candidates who are available and qualified to perform the duties of the position shall be recommended for substitute and short-term employment.</p> <p>The administration shall seek candidates for substitute and short-term employment, who possess the following attributes: good character, appreciation of children, and emotional and mental maturity and stability.</p> <p>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.</p>
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