

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

FIRST READING: May 28, 2015

SECOND READING: June 25, 2015

APPROVED: July 23, 2015

305. EMPLOYMENT OF SUBSTITUTES	
1. Authority	<p>Qualified and competent substitutes for administrative, professional and classified employees may be engaged by the Career Center to the extent necessary to provide continuity in the educational programs and services of the Career Center.</p>
SC 406, 1101 1106, 1148	<p>The Joint Operating Committee (JOC) shall approve the engagement of substitute personnel service providers.</p> <p>Individuals may be utilized as long-term substitutes prior to approval by the JOC when their use is required to maintain continuity in the educational program and services of the Career Center. Retroactive approval shall be recommended to the JOC at the next JOC meeting.</p>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq. Pol. 304.1	<p>All individuals providing substitute services in the Career Center shall comply with all mandatory background check requirements required by law and JOC policy.</p> <p>An employee's misstatement or misrepresentation of facts or other information in his/her application materials or in connection with his/her qualifications for employment or determination of salary shall constitute grounds for dismissal by the JOC.</p>
SC 1148	<p><u>Compensation</u></p> <p>Pay rates for substitute personnel and/or substitute personnel service providers will be established and approved by the JOC, in accordance and consistent with the provisions of any applicable collective bargaining agreements.</p>

2. Delegation of Responsibility

The Executive Director or designee shall develop procedures and guidelines to recruit, screen, assign and evaluate candidates for substitute positions.

The administration may seek recommendations or check references from former employers and others to assess the qualifications of an individual who is a candidate for a substitute position. Recommendations and references shall be maintained as confidential and will be used solely in connection with the evaluation of an individual's candidacy for such a position.

The Executive Director or designee will develop and implement procedures to ensure that only those individuals who perform their duties in a satisfactory manner will be permitted to continue providing services as a substitute.

References:

School Code - 24 P.S. Sec. 108, 111, 406, 1104, 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, 304.1