LENAPE TECHNICAL SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTES

ADOPTED: March 16, 2006

REVISED: December 17, 2015
January 18, 2018

304. EMPLOYMENT OF SUBSTITUTES
(Replaces former policy 405)

1. Authority

Qualified and competent substitute for professional and support employees shall be employed by the school in order to provide continuity in the educational programs and services of the school.

The Joint Operating Committee 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 Joint Operating Committee during the school year.

Approval shall normally be given to the candidates for employment recommended by the Administrative Director.

Utilization of substitutes prior to approval by the Joint Operating Committee is authorized when their use is required to maintain continuity in the educational program and services of the school and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.

Pre-Employment Requirements

The school 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 school 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 school 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.

	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 school 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 school shall not receive a recommendation for employment without evidence of his/her certification when such certification is required. <u>Compensation</u> Substitutes shall be paid on a per diem basis at a rate set periodically by the Joint Operating Committee and/or Labor Contracts for the various classes of employees.
SC 111 23 Pa. C.S.A. 6301 42 U.S.C. Sec. 653a	
2. Delegation of Responsibility	The Administrative Director or appropriate personnel designated by the Administrative Director shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute employment. The administration may see recommendations from former employers and others to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only. The Administrative Director or designee shall recommend retention on the Joint Operating Committee's approved substitute list only for those substitutes who have satisfactorily performed their duties.