LENAPE TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES

ADOPTED: March 16, 2006

REVISED: December 17, 2015

505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES

1. Purpose	Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the school.
2. Authority SC 1850.1	The Joint Operating Committee shall approve annually the names of potential substitute noninstructional personnel 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. Being hired as a substitute shall not be construed in any manner as a guarantee of future permanent employment. A substitute employee shall have no expectation of continued employment and may be terminated or removed from the substitute list at any time.
SC 1850.1	The Joint Operating Committee shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term noninstructional employee.
3. Guidelines	Approval shall normally be given to those candidates for employment recommended by the Administrative Director. Upon its discovery, any substitute employee's written or verbal misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for termination or removal from the substitute list. Utilization of substitute or short-term employees prior to approval by the Joint Operating Committee is authorized when necessary to maintain continuity of services in the school. Retroactive employment shall be recommended to the Joint Operating Committee at the next meeting. In such situations, the substitute shall be forewarned that retroactive approval and continued utilization of the individual's services are not automatic. Regardless, the individual shall be compensated for services rendered.

SC 111 23 Pa. C.S.A. 6301	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse, including the completion of the Pennsylvania Department of Education ("PDE") standardized arrest/conviction reporting form, and the school has evaluated the results of the screening process.
42 U.S.C. Sec. 653a	The school shall submit a New Hire Report for each employee required to be reported by law.
4. Delegation of Responsibility	The Administrative Director or appropriate personnel designated by the Administrative Director shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for noninstructional employment. The administration shall 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.
School Code 111, 1850.1	