

Director Procedure Number: DP507
Title: Employment of Substitute Professional Employees
Section: Professional Employees

Employment of Substitute Professional Employees

Guidelines

All applications for employment shall be referred to the Supervisor of Career and Technical Education.

The rate of pay for substitute professional employees shall be based the following categories:

- A. General substitutes
- B. Substitutes qualified in career and technical subjects
- C. Qualified substitutes after working the 10th continuous day in the same assignment.

Long-term substitutes defined as a substitute employed for thirty (30) consecutive work days or more for a professional employee on leave for a specified period. Any employee's misstatement of fact--material to qualifications for employment or the determination of salary--shall be considered by the Joint Committee to constitute grounds for dismissal.

Other than emergency conditions, only those candidates shall be recommended for employment that are available and qualified to perform the duties of the position.

The Administration shall seek candidates for employment who possess the following attributes:

- A. Successful educational training and experience
- B. Appropriate industrial experience and background
- C. Scholarship and intellectual vigor
- D. Appreciation of children
- E. Physical qualifications appropriate to the job
- F. Emotional and mental maturity and stability

Pre-Employment Requirements

EASTERN 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 EASTERN 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. EASTERN 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 he or she has complied with the mandatory background check requirements for criminal history and child abuse and EASTERN 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 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 at EASTERN shall not receive a recommendation for employment without evidence of his or her certification when such certification is required.

Benefits

Long-term substitutes will be compensated at a *per diem* rate equal to that of a temporary professional employee and will be eligible for the same fringe benefits of such an employee.

Substitutes other than long-term substitutes shall not be eligible for fringe benefits.

Emergency Certification application fees will be paid by EASTERN for long-term substitutes as required.

SC 111.1
23 Pa. C.S.A. Sec. 6344
SC 1201
24 P.S. Sec. 2070.2
Title 22 Sec. 49.131 et. Seq., 339.41
Adopted: 5/14/14

Revised: 3/11/15