



Title: **Employment of Substitute and Short-Term Employees**

Code: 505

Book: Policy Manual

Section: 500 Classified Employees

Purpose

Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.

Authority

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.[\[1\]](#)

The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.[\[1\]](#)

Guidelines

Approval shall normally be given to those candidates for employment chosen by the Board from a group selected by the Superintendent.

Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

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.

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.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Compensation

Substitutes for classified employees will be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.

Delegation of Responsibility

The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term classified employment.

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.

The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, status as employees, schedule of work, and other matters to enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.

Adopted: **October 21, 1981**

Last Revised: **September 16, 2008**

Legal References:

- [1. 24 P.S. 406](#)
 - [2. 24 P.S. 111](#)
 - [3. 22 PA Code 8.1 et seq](#)
 - [4. 23 Pa. C.S.A. 6301 et seq](#)
 - [24 P.S. 108](#)
 - Pol. 504
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