



Title: **Employment of Substitute Professional Employees**

Code: 405

Book: Policy Manual

Section: 400 Professional Employees

Purpose

Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.

Authority

The Board shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may substitute except that additional names may be added to the list of substitute teachers by the Board during the school year and except that the utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.[\[1\]](#)[\[2\]](#)

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.[\[3\]](#)

Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis.[\[4\]](#)

Substitutes hired to fill a position for a period of ninety (90) days or more shall be entitled to the wages provided to a beginning regular professional employee and the benefits provided to a regular teacher.[\[4\]](#)

Delegation of Responsibility

The Superintendent shall recruit and screen candidates for substitute employment, and shall:

- develop procedures for the assignment of substitutes;
- report such assignments to the Board periodically;
- develop methods of evaluating substitute teachers; and
- prepare a written statement for distribution to all approved substitutes informing them of their pay rate, status as employees, schedule of work and such other matters as will 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**

Legal References:

- [1. 24 P.S. 1101](#)
 - [2. 24 P.S. 1106](#)
 - [3. 24 P.S. 111](#)
 - [4. 24 P.S. 1148](#)
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