Title: **Employment of Substitutes**
Code: 305
Book: Policy Manual
Section: 300 Employees

Authority

Qualified and competent substitutes for professional and support employees shall be employed by the District in order to provide continuity in the educational programs, operations and services of the schools.

The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute.[1][2][3][4]

Additional names may be added to the list of substitutes by the Board during the school year.

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

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

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

Pre-Employment Requirements

The District 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 District 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 District 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.[5]

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 District has evaluated the results of that screening process.[6][7]

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.[6][5]

A candidate for employment in the District shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[8][9][10][11]

Compensation

Substitutes shall be paid on a per diem basis at a rate set periodically by the Board for the various classes of employees.[4]

A substitute employed for a full semester or more for a professional employee on leave for a specified period shall be compensated at a per diem rate equal to that of a temporary professional employee.[4]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations regarding employment of substitutes.

The administration may seek 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 Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.

Adopted: **April 14, 2015**

Legal References:

- 1. 24 P.S. 406
- 2. 24 P.S. 1101
- 3. 24 P.S. 1106
- 4. 24 P.S. 1148
- 5. 24 P.S. 111.1
- 6. 24 P.S. 111
- 7. 23 Pa. C.S.A. 6344
- 8. 24 P.S. 1109
- 9. 24 P.S. 1201
- 10. 24 P.S. 2070.2
- 11. 22 PA Code 49.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 108
- Pol. 000
- Pol. 104