



Book	Policy Manual
Section	400 Professional Employees
Title	Employment of Substitute
Code	405
Status	Active
Adopted	April 28, 2004
Last Revised	October 21, 2009

Purpose

Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.

Authority

The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute. Additional casual substitutes will be identified and approved through a bonafide substitute service.

No two (2) employees from any one (1) family may be employed at the same school. For purposes of this policy, from one (1) family is interpreted to mean employees living in the same household and/or siblings, children, spouse, parents, or in-laws of an employee.

This limitation on employment of family members shall apply to professional employees, temporary professional employees, long-term substitute employees, part-time professional employees and building substitutes.

Definitions

Casual Substitutes: Person(s) employed to work 45 or fewer consecutive days in the same position are casual, non-bargaining unit substitutes and are not entitled to compensation or benefits other than as set by the Board from time to time.

Long-Term Substitutes (LTS): Person(s) who are anticipated at the time of hire to work for more than 45 days in a single position or a casual substitute who remains in a single position for more than 45 days.

Building Substitutes: Person(s) employed and assigned to a building or buildings to provide service to the school district on a daily basis filling in for teachers when they are temporarily absent from their assignment.

Guidelines

Utilization of Casual, Building or Long-term 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.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for the Act 34 Criminal Record Check, Act 151 Child Abuse History Clearance and the Act 114 – Federal (FBI) Criminal History and the District has evaluated the results of that screening process.

The District shall submit a New Hire Report for each employee required to be reported by law.

Compensation

Casual Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis. A per diem substitute who works forty-five (45) consecutive days in the same assignment shall be paid, beginning on work day forty-six (46), as to the terms set forth in the Collective Bargaining Agreement between Hampton Township School District and Hampton Township Education Association.

Long-Term Substitutes hired to fill a position for a period forty-five (45) days or more shall be entitled to compensation in accordance with the terms as set forth in the Collective Bargaining Agreement between Hampton Township School District and Hampton Township Education Association.

Building Substitutes shall be entitled to compensation in accordance with the terms as set forth in the memorandum of understanding and/or the Collective Bargaining Agreement between Hampton Township School District and Hampton Township Education Association.

Substitutes assigned for the same professional employee for more than ninety (90) days: shall be entitled to compensation in accordance with the terms as set forth in the Collective Bargaining Agreement between Hampton Township School District and Hampton Township Education Association.

Delegation of Responsibility

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

The Superintendent or designee shall report such assignments to the Board periodically.

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

The Superintendent or designee shall prepare a written statement for distribution to 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.

Legal

[1. 24 P.S. 1101](#)

[2. 24 P.S. 1106](#)

[3. 24 P.S. 1148](#)

[4. 24 P.S. 111](#)

[5. 23 Pa. C.S.A. 6301 et seq](#)

[6. 42 U.S.C. 653a](#)