Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P507 - Employment Of Substitute Professional Employees
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Section: Professional Employees

I. Purpose

In order to obtain and retain well qualified substitutes for service in EASTERN, substitute teachers and other professional employees shall be employed in accordance with these guidelines.

II. Authority

The Joint Committee 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 Joint Committee during the school year. Notwithstanding the foregoing, the utilization of substitutes prior to approval by the Joint Committee is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Joint Committee at the next regular meeting.
Substitute teachers shall be paid on a per diem basis at a rate of pay set periodically by the Joint Committee. A substitute employed thirty(30) consecutive work days or more for a professional employee on leave for a specified period shall be considered a long-term substitute and 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.

III. Delegation of Responsibility

The Director shall develop procedures for the recruitment,screening, recommendation and assignment of candidates for substitute employment, and shall report such assignments to the Joint Committee periodically, develop methods of evaluating substitute teachers, and recommend the retention on the Joint Committee's approved substitute list of only those substitutes who have performed their duties satisfactorily. EASTERN shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate as required in the procedures accompanying this Policy.
The Director may apply such screening procedures as may be necessary to determine a candidate’s ability to perform the tasks for which the candidate is being considered.
The Director shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications.
Such records shall be retained confidentially and for official use only.
The Director shall annually present to the Joint Committee,on or before the September meeting, the number of professional employees,temporary employees, and long-term substitute employees.

IV. Recruitment

Every opportunity will be taken to insure that each applicant for the position is selected on the basis of qualifications, merit and ability. The Joint Committee subscribes to the fullest extent to the principle of the dignity of all and of their labors and will take affirmative action to insure that applicants are recruited and employed without regard to their race, sex, religion, age, disability, place of residence, political affiliation, sexual orientation or national origin.

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See also:
DP P507 - Employment of Substitute Professional Employees