

SHALER AREA SCHOOL DISTRICT

No: 505

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES

ADOPTED: JANUARY 21, 1998

REVISED: APRIL 17, 2002; JULY 18, 2007; JANUARY 11, 2012

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 406</p> <p>SC 111 23 Pa. CSA 6301</p> <p>20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p>	<p style="text-align: center;">505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.</p> <p>The Board will approve annually the names of potential substitute classified personnel and the positions in which they may substitute except that additional names may be added to the list of substitute personnel by the Board during the school year following the approval of such list.</p> <p>Substitutes shall be compensated at a rate set periodically by the Board for the various categories of regular employees.</p> <p>The Board shall approve the employment, fix the compensation, and establish the period of employment for each short-term classified employee.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact, material to qualifications for employment or the determination of salary, shall be considered by this Board to constitute grounds for dismissal.</p> <p>No candidate shall be employed until such candidate has finalized the mandatory background check requirements for criminal history, child abuse, and FBI fingerprinting and the District has evaluated the results of that screening process. However, the candidate can begin employment while these various background checks are being processed. When possible, the candidate should provide a copy of applications and money orders submitted.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p>
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<p>3. Delegation of Responsibility</p> <p>School Code 406, 111, 1111</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for substitute classified employment in accordance with the following guidelines:</p> <p>Only those candidates shall be recommended for employment who are available and qualified to perform the duties of the position.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such a person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>The administration may 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.</p> <p><u>References:</u></p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 1101, 1106, 1148</p> <p>State Board of Education Regulation – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 104</p> <p>cag</p>
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