

Book	Policy Manual
Section	300 Employees
Title	Employment of Substitutes and Short-Term Employees
Code	305
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Authority.

Qualified and competent substitutes for professional, project and support employees and short-term support employees shall be employed by the school in order to provide continuity in the educational programs and services of the school.

The Joint Operating Committee shall approve annually the names of potential substitute employees and the positions in which they may substitute.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.

The Joint Operating Committee shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term support employee.[\[3\]](#)

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

Utilization of substitutes or short-term employees prior to approval by the Joint Operating Committee is authorized when their use is required to maintain continuity in the educational program and services of the school and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.

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

Pre-Employment Requirements

The school shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute or short-term employment to a candidate. The employment history review shall remain valid as long as the substitute or short-term employee continues to be employed by the school 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 school 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.[\[10\]](#)

A candidate shall not be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the school has evaluated the results of that screening process.[\[4\]](#)[\[5\]](#)

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.[\[4\]](#)

A candidate for employment in the school shall not receive a recommendation for employment without evidence of certification when such certification is required.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Compensation

Substitutes shall be paid on a per diem basis at a rate set annually by the Joint Operating Committee for the various classes of employees.[\[2\]](#)

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute and short-term employment.

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 Administrative Director or designee shall recommend retention on the Joint Operating Committee's approved substitute list only for those substitutes who have satisfactorily performed their duties.

The Administrative Director or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that 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. 1148
	3. 24 P.S. 1850.1
	4. 24 P.S. 111
	5. 23 Pa. C.S.A. 6344
	6. 24 P.S. 1201
	7. 24 P.S. 2070.2
	8. 22 PA Code 49.131 et seq
	9. 22 PA Code 339.41
	10. 24 P.S. 111.1
	24 P.S. 108
	24 P.S. 1109
	22 PA Code 8.1 et seq
	22 PA Code 49.1 et seq
	23 Pa. C.S.A. 6301 et seq
	Pol. 104