

305. EMPLOYMENT OF SUBSTITUTE EMPLOYEES - Pg. 2

	<p>Substitute services may be outsourced through a third party agency. Individuals utilized through a third party agency are not employed by the District and do not accrue seniority, tenure or participate in the Public School Employees Retirement System through the District.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>A candidate shall not be employed until the individual has complied with all the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.</p>
<p>SC 111, 111.1</p>	<p>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.</p>
<p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq</p>	<p>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.</p>
	<p><u>Compensation – Professional Employees</u></p> <p>Substitutes hired on a long-term basis shall be entitled only to the wages as per the SMAEA contract.</p> <p>In cases when the length of an assignment is initially unknown but the substitute continues in the same assignment, the substitute will receive the approved rate.</p>
<p>SC 1148</p>	<p>After 90 consecutive days in the same position, the long-term substitute will receive the contractual long-term substitute rate. There is no retroactive pay.</p> <p>The District has the right to cancel a substitute employees’ assignment at any time. Any wages and/or benefits will cease with the ending of assignment.</p>
	<p><u>Compensation – Support Employees</u></p> <p>Substitutes for support employees will be paid on a per hour basis. Rates will be reviewed annually by Human Resources and recommended changes submitted to the Board for approval.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations regarding employment of substitutes.</p>

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	<p>The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>The Superintendent or designee shall recommend retention on the substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 1101, 1106, 1109, 1148, 1201</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.2</p> <p>Board Policy – 000, 104</p>
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