

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: CLASSIFIED/SUPPORT
EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: August 19, 2002

REVISED: December 17, 2007
June 15, 2015

REPEAL: 2018

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 406</p> <p>3. Guidelines</p> <p>SC 111.1</p>	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.</p> <p>The Board shall approve annually the names of potential substitute classified/support personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified/support employee.</p> <p>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 determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district and the candidate has satisfied legal pre-employment requirements. Retroactive employment shall be recommended to the Board at the next meeting.</p> <p><u>Pre-Employment Requirements</u></p> <p>The district shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the district 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 district 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.</p>
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<p>SC 111 Title 22 6344 et seq</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse, and FBI Criminal History Record; and the district has evaluated the results of the 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>42 U.S.C. Sec. 653a</p>	<p>The school district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Compensation</u></p> <p>Substitutes for classified employees will be paid at an hourly rate set annually by the Board for the various classes of substitute and short-term employees.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term support employment.</p> <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 prepare a written statement for all approved substitutes informing them of their pay rate and status as employees. A copy of this statement shall be placed in the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec 111, 111.1, 506</p> <p>State Board of Education Regulations – 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 -- 504</p>