

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: June 28, 2012

REVISED:

NORTHERN TIER CAREER CENTER

<p>1. Authority</p> <p>SC 1101, 1148, 1850.1</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p style="text-align: center;">305. EMPLOYMENT OF SUBSTITUTES</p> <p>Qualified and competent substitutes for professional and support employees shall be employed by the center in order to provide continuity in the educational programs and services of the center.</p> <p>The Joint Operating Committee shall approve annually the names of potential substitute employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Administrative Director.</p> <p>Utilization of substitutes 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 center. Retroactive approval shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.</p> <p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p> <p>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.</p> <p>Substitutes for support employees shall be paid on a per diem basis at a rate set periodically by the Joint Operating Committee for the various classes of employees.</p>
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<p>2. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute 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 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.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1101, 1148, 1850.1</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>Joint Operating Committee Policy – 000, 104</p>
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