

HARRISBURG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: NOVEMBER 19, 2012

REVISED:

<p>1. Authority</p> <p>SC 406, 1101, 1106, 1148</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>SC 111</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 district in order to provide continuity in the educational programs, operations and services of the schools.</p> <p>The Board 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 Board during the school year.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district. Retroactive approval shall be recommended to the Board at the next regular Board 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 district has evaluated the results of that screening process.</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> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
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<p>SC 1148</p> <p>2. Delegation of Responsibility</p>	<p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Board for the various classes of employees.</p> <p>Substitutes who remain in the same assignment for the same teacher, covering a period of several months may, upon the recommendation from the building principal, and approval by the Superintendent and Board, be made a long-term substitute.</p> <p>Substitutes hired to fill a long-term substitute position shall be entitled to the wages provided to a beginning teacher, prorated over 184 school days, and shall also be entitled to the fringe benefits provided to a regular teacher.</p> <p>Upon return of the regular classroom teacher, the long-term substitute reverts to that of a per diem substitute teacher.</p> <p>The Superintendent or designee shall develop administrative regulations regarding employment of substitutes.</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 recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>The Superintendent 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, 406, 1101, 1106, 1148</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 – 000, 104</p>
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