

UPPER BUCKS COUNTY TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: October 16, 2008

REVISED: April 19, 2012

<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>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 school in order to provide continuity in the educational programs and services of the school.</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 Executive 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 school. 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 school 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 Joint Operating Committee.</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 annually by the Joint Operating Committee for the various classes of employees.</p> <p>The Executive Director or designee shall develop and implement 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 Executive 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>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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