

EASTON AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: March 5, 2007

REVISED: June 26, 2012

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106, 1148</p> <p>3. Guidelines</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional staff shall be employed by the Board in order to provide continuity in the educational program of the schools.</p> <p>The Board shall approve annually the names of potential substitute professional employees 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>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>No candidate shall be employed until such candidate 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>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Nepotism</u></p> <p>For purposes of this policy, nepotism shall be defined as patronage bestowed in consideration of family relationship and not of merit.</p> <p>The Board rejects the practice of nepotism, as defined in this policy, and reaffirms the practice of hiring the best qualified individual for the position. In cases where relationship to Board members or current employees is a factor, the Board will be guided by the current provisions of law and strict adherence to its own hiring procedures.</p>
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<p>SC 1148</p>	<p><u>Compensation</u></p> <p>Day-to-Day substitutes shall be paid at a rate set by the Board. Permanent substitutes shall be paid at a rate set annually by the Board.</p>
<p>4. Delegation of Responsibility</p>	<p>Fringe benefits for substitutes shall be determined and approved by the Board.</p> <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</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>SC 111</p>	<p><u>Criminal History</u></p> <p>Individuals convicted of one or more of the crimes enumerated in 24 P.S. §1-111(e) are permanently prohibited from seeking employment within the district. Individuals convicted of felonies other than those listed in 24 P.S. §1-111(e) are prohibited from seeking employment within the district from ten (10) years from the date of expiration of the sentence for the offense. Individuals convicted of first-degree misdemeanors are prohibited from seeking employment within the district from five (5) years from the date of expiration of the sentence of the offense, with the exception of a second offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance), for which a three-year (3) prohibition shall be in effect.</p>
<p>SC 111</p>	<p>Substitute teachers who are arrested or convicted of one of the enumerated offenses listed in 24 P.S. §1-111(e) must report such arrest/conviction to the Superintendent and the building principal in writing within seventy-two (72) hours of the arrest/conviction. Employees who willfully fail to disclose such offenses shall be removed from the substitute teaching list.</p>
<p>SC 111</p>	<p>Administrators or other individuals responsible for making employment decisions who have reason to suspect that an employee has been arrested for and/or criminally convicted of an offense enumerated in 24 P.S. §1-111(e), and such employee has not provided written notice of the arrest/conviction, shall require such employee to submit to the administrator a current report of criminal history record information, as required by 24 P.S. §1-111. The district shall be responsible for the costs of such reports.</p>

References:

School Code – 24 P.S. Sec. 108, 111, 1101, 1106, 1148

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

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