BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF

SUBSTITUTE PROFESSIONAL

EMPLOYEES

ADOPTED: March 14, 2006

REVISED: January 13, 2015

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES

1. Purpose

Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.

2. Authority SC 1101, 1106, 1148

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.

The Board shall annually establish rates for each type of substitute teaching service.

3. Guidelines

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 and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular meeting.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

SC 111.1

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.

SC 111 23 Pa. C.S.A. Sec. 6344 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.

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SC 111, 111.1

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.

SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq 42 U.S.C. Sec. 653a A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.

The district shall submit a New Hire Report for each employee required to be reported by law.

Substitute professional employees shall be paid at a daily rate determined by the number of consecutive working days in any one assignment.

Substitutes shall be classified into the following categories:

- 1. Day-to-Day any assignment that requires the substitute to work in the same position for less than twenty (20) consecutive working days.
- 2. Extended Term an assignment that requires the services of a substitute for more then twenty (20) or less than sixty (60) consecutive working days.
- 3. Long-Term an assignment that exceeds sixty (60) regular consecutive working days.

The number of consecutive working days shall be determined by the official school calendar for students. Inservice days and sick leave days shall not be counted as consecutive working days and will not interrupt the continuous service of the substitute.

As a rule, the number of consecutive days of work required of a substitute shall be determined at the onset of the assignment, and the respective pay rate shall begin with the first day of service. In the event that the return of the regular employee is delayed and the service of the substitute is extended into a new pay category, the new rate shall be paid for only those days served beyond the original assignment.

In cases of unusual circumstances and upon the recommendation of the superintendent, the consecutive days of work requirement may be waived by the board.

SC 1148

Fringe benefits accruing to regular professional employees shall be applied on a pro

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	rata basis only to substitutes performing services under a long-term assignment. Payment for college credits shall not be a part of those benefits.
4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.
	The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.