

CARLISLE AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: October 19, 2006

REVISED: February 19, 2015
September 17, 2015

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 111.1</p> <p>SC 406</p> <p>3. Guidelines</p>	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.</p> <p>The Board shall approve annually the names of potential substitute support personnel 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><u>Employment History Review</u></p> <p>The District shall perform an employment history review as required by state law before offering employment to a candidate. Failure to accurately disclose 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 received during the review 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. The District may not hire an applicant who fails to provide the information required during the review. Where appropriate and in consultation with the District Solicitor, the Board may hire applicants pending satisfactory completion of the employment history review. The Administration is authorized to use its discretion to conduct further investigations of prospective employees or require applicants to provide additional information or authorizations beyond what is required under the law.</p> <p>The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term support employee.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>Any employee'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 111 23 Pa. C.S.A. Sec. 6344</p> <p>4. Delegation of Responsibility</p>	<p>Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next 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. All employees must obtain new State Police criminal history, child abuse, and federal criminal history clearances every 60 months as required by law. Employees who fail to obtain new clearances in a timely manner will be subject to discipline up to and including termination.</p> <p><u>Compensation</u></p> <p>Substitutes for support employees will be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.</p> <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term support 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>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 1101, 1106, 1109, 1148, 1201</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Educator Discipline Act – 24 P. S. Sec. 2070.2</p> <p>Board Policy – 000, 104</p>
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