

SHALER AREA SCHOOL DISTRICT

No: 405

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES

ADOPTED: SEPTEMBER 16, 1998

REVISED: NOVEMBER 17, 1999; MAY 17, 2000; JULY 18, 2007; AUGUST 19, 2009; JANUARY 11, 2012;
MARCH 18, 2015

	<p>405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.</p> <p>The Board shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may substitute, except that additional names may be added to the list of substitute teachers by the Board during the school year.</p>
1. Purpose	No candidate shall be employed until such candidate has provided a valid Pennsylvania Department of Education certificate or received a temporary District certificate, and finalized the mandatory background check requirements for criminal history, child abuse, and FBI fingerprinting, and the District has evaluated the results of that screening process. However, the candidate can begin employment while these various background checks are being processed. When possible, the candidate should provide a copy of applications and money orders submitted.
2. Authority	
SC 1101, 1106	
SC 111, 111.1	Each candidate shall report, on the designated form, arrests and convictions 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	<p>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.</p> <p>Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis.</p> <p>In cases where substitute teachers serve continuously in a position beyond fifteen (15) days, the rate of pay after the fifteenth day shall be increased to \$150.00 per day with no fringe benefits included. If that same continuous assignment reaches forty-five (45) consecutive days, the rate of pay shall be increased to the first step of the salary schedule in the column for which they qualify with no fringe benefits included.</p>

405 – EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES

<p>3. Delegation of Responsibility</p>	<p>After forty-five (45) consecutive days through ninety (90) consecutive days in the same assignment, the substitute may miss one day without pay for personal illness or injury and continue to be compensated at the Step One per diem rate when the substitute resumes working in the same assignment. After ninety (90) consecutive days through one hundred thirty-five (135) consecutive days in the same assignment, the substitute may miss a second day without pay for personal illness or injury and continue to be compensated at the Step One per diem rate when the substitute resumes working in the same assignment. After one hundred thirty-five (135) consecutive days in the same assignment, the substitute may miss a third day without pay for personal illness or injury and continue to be compensated at the Step One per diem rate when the substitute resumes working in the same assignment. If any of the days are unused during a specific time period, they may accumulate to the next time period, etc.</p> <p>Absence for illness or injury beyond this maximum limit of three (3) days or absence for any other reason will break the continuous employment in the same assignment and further compensation in the assignment will return to the daily rate approved for substitutes.</p> <p>Unless stated to the contrary in the existing collective bargaining agreement, long-term substitutes hired to fill a position where a temporary vacancy exists shall be entitled to be paid on the first step of the salary schedule in the column for which they qualify and shall receive benefits as provided temporary professional employees teaching in their first year of service. Long-term substitute teaching experience within the school district will count toward advancement on the salary schedule.</p> <p>The Superintendent of designee shall recruit and screen candidates for substitute employment, and shall:</p> <ol style="list-style-type: none">1. Develop procedures for the assignment of substitutes.2. Develop methods of evaluating substitute teachers and recommend the retention on the Board's approved substitute list of only those substitutes who have performed their duties satisfactorily.3. Prepare a written statement for distribution to all approved substitutes informing them of their pay rate, status as employees, schedule of work and such other matters as will 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><u>References:</u> School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 1101, 1106, 1109, 1148, 1201 State Board of Education Regulation – 22 PA Code Sec. 8.1 et seq. 49.1 et seq. Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq. Educator Discipline Act – 24 P. S. Sec. 2070.2 Board Policy – 000, 104</p>
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