LUZERNE

INTERMEDIATE

UNIT #18

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTE
PROFESSIONAL EMPLOYEES

ADOPTED: NOVEMBER 20, 2002

REVISED: SEPTEMBER 24, 2014

| | 405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES |
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| 1. PURPOSE | Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational programs and services of the intermediate unit. |
| 2. AUTHORITY SC 964, 1101, 1106 | The Board shall approve annually the names of substitute professional employees and the positions in which they may substitute. During the school year, additional names may be recommended by the Executive Director and Personnel Committee to the Board for approval. |
| 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. Retroactive approval shall be recommended to the Board at the next regular meeting. |
| SC 111 23 PA C.S.A. 6301 et seq | No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the intermediate unit has evaluated the results of that screening process. |
| 42 U.S.C. SEC. 653a | The intermediate unit shall submit a New Hire Report for each employee required to be reported by law. <br><br> Compensation |
| SC 1148 | Substitutes shall be paid on a per diem basis at a rate set periodically by the Board. Long-term substitutes may be paid up to the per diem rate based on their experience with minimum certification. |
| 4. DELEGATION OF RESPONSIBILITY | The Executive Director or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment. |

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| | *References:*<br><br>School Code – 24 P.S. Sec. 108, 111, 913-A, 914-A, 915-A, 1101, 1148<br>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.<br>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.<br>Board Policy – 000, 104 |