

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES
TITLE: EMPLOYMENT OF SUMMER
SCHOOL STAFF
ADOPTED: NOVEMBER 20, 2002
REVISED: SEPTEMBER 24, 2014**

406. EMPLOYMENT OF SUMMER SCHOOL STAFF	
1. PURPOSE	The Board directs that summer school employees shall be qualified and competent to fulfill such assignments.
2. AUTHORITY SC 508, 964 1146, 1901	The Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each person employed in the summer school program, when the program is authorized by the Board.
3. GUIDELINES SC 111 23 PA C.S.A. 6301 et seq	Such approval shall normally be given to those candidates recommended by the Executive Director and Personnel Committee. 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. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
4. DELEGATION OF RESPONSIBILITY	The Executive Director or designee shall develop procedures for the recruitment, screening and recommendation of candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position shall be recommended. Vacancies for summer school employment shall be made known to intermediate unit personnel so that they may apply for such positions. Recommendations from former employers and others shall be sought to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.