

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: October 24, 2007

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106 1148</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">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.</p> <p>Additional names may be added to the list of substitute teachers by the Board during the school year; and 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.</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.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</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>A substitute who is employed fifteen (15) consecutive workdays for the same staff member in any school year shall be classified as a long-term substitute and shall be compensated in accordance with the terms of the collective bargaining agreement.</p> <p>The Superintendent shall recruit and screen candidates for substitute employment.</p>
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