

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: November 14, 2007

REVISED:

	<p style="text-align: center;">505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>1. Purpose Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.</p> <p>2. Authority SC 406 The Board will approve annually the names of potential substitute classified personnel and the positions in which they may substitute. Additional names may be added to the list of substitute personnel by the Board during the school year following the approval of such list.</p> <p>SC 406 The Board shall approve the employment, fix the compensation and establish the period of employment for each short-term classified employee.</p> <p>3. Guidelines Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p><u>Compensation</u> Substitutes for classified 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>4. Delegation of Responsibility The Superintendent shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term classified 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>The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, status as employees, schedule of work, and other matters to 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>
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References:

School Code – 24 P.S. Sec. 111, 406

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 504