

# EASTON AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: March 5, 2007

REVISED:

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| <p>1. Purpose</p> <p>2. Authority<br/>SC 1101, 1106,<br/>1148</p> <p>3. Guidelines</p> <p>SC 111<br/>23 Pa. C.S.A.<br/>6301 et seq<br/>Title 22<br/>Sec. 8.1 et seq</p> <p>42 U.S.C.<br/>Sec. 653a</p> | <p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional staff shall be employed by the Board in order to provide continuity in the educational program of the schools.</p> <p>The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>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><u>Nepotism</u></p> <p>For purposes of this policy, <b>nepotism</b> shall be defined as patronage bestowed in consideration of family relationship and not of merit.</p> <p>The Board rejects the practice of nepotism, as defined in this policy, and reaffirms the practice of hiring the best qualified individual for the position. In cases where relationship to Board members or current employees is a factor, the Board will be guided by the current provisions of law and strict adherence to its own hiring procedures.</p> |
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| <p>SC 1148</p> <p>4. Delegation of Responsibility</p> | <p><u>Compensation</u></p> <p>Day-to-Day substitutes shall be paid at a rate set by the Board. Permanent substitutes shall be paid at a rate set annually by the Board.</p> <p>Fringe benefits for substitutes shall be determined and approved by the Board.</p> <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> |
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