

# MOON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE AND SHORT-  
TERM EMPLOYEES

ADOPTED: October 10, 2000

REVISED: November 14, 2011

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 406</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 seq</p>	<p style="text-align: center;">505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.</p> <p>The Board will approve annually the names of potential substitute classified personnel and the positions in which they may substitute except that 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>Substitutes shall be compensated at a rate set annually by the Board for the various categories of regular employees.</p> <p>The Board shall approve the employment, fix the compensation and establish the period of employment for each short-term classified employee.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.</p> <p>The utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.</p>
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<p>SC 111</p> <p>3. Delegation of Responsibility</p>	<p>Substitute and short-term employees and candidates for employment as a substitute or short-term employee shall report, on the designated form, arrests and convictions as required by law. In addition, substitute and short-term employees are required to report to the school district within seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e) that occurs after September 28, 2011. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution and/or termination of employment.</p> <p>The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for classified employment.</p> <p>The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 504</p>
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