

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES
TITLE: EMPLOYMENT OF SUBSTITUTE
AND SHORT TERM EMPLOYEES
ADOPTED: NOVEMBER 20, 2002
REVISED: OCTOBER 22, 2014**

505. EMPLOYMENT OF SUBSTITUTE AND SHORT TERM EMPLOYEES	
1. Purpose	Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the intermediate unit.
2. Authority SC 964	The Board shall approve annually the names of potential substitute classified personnel and the positions in which they may substitute. Additional names may be recommended by the Executive Director for Board approval during the school year.
SC 964	The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.
3. Guidelines	Approval shall normally be given to those candidates for employment recommended by the Executive Director. Only those candidates shall be recommended for employment who are available and qualified to perform the duties of the position.
	Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
	Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the intermediate unit.
SC 111 23 Pa. C.S.A. 6301 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements, including Act 141, fingerprinting for criminal history and arrest, conviction report and child abuse and the Intermediate Unit has evaluated the results of that screening process.
42 U.S.C Sec. 653a	The intermediate unit shall submit a New Hire Report for each employee required to be reported by law.

<p>4. Delegation of Responsibility</p> <p>School Code 111, 964</p> <p>23 Pa. C.S.A. 6301 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p><u>Compensation</u> Substitutes for classified employees shall be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.</p> <p>The Executive Director or designee 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>
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