

**CHESTER COUNTY
INTERMEDIATE
UNIT 24**

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTE
EMPLOYEES

ADOPTED: JULY 21, 2010

REVISED: AUGUST 19, 2020

305. EMPLOYMENT OR CONTRACTING OF SUBSTITUTE EMPLOYEES

Policy Section	Policy Description
<p>1. Authority</p>	<p>Qualified and competent substitutes shall be employed in order to provide continuity in the educational programs and support services of the Intermediate Unit during absences of regular employees. Substitutes may be provided by a third-party contractor.</p> <p>The Board shall approve, as needed, potential substitute employees and the positions in which they may substitute. The Board shall approve any agreements with third-party contractors to provide substitute staff.</p> <p>Legal References: SC 963, 964, 965, 1101, 1148</p> <p>Board approval shall normally be given to the candidates for employment appointed or recommended by the Executive Director.</p> <p>Legal References: SC 963, 964, 965</p> <p>The Board authorizes use of substitute employees prior to Board approval when necessary to maintain continuity of the educational programs and support services in the Intermediate Unit and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>Legal References: SC 111; Title 22, Sec. 8.1 et seq; 23 Pa. C.S.A., Sec. 6301 et seq</p> <p>A candidate’s misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>There shall be five (5) classes of substitute teachers:</p> <p>1. DAILY SUBSTITUTES – those who substitute on a daily, irregular basis shall be paid a daily rate approved by the Board for the current school year. No</p>

<p>2. Delegation of Responsibility</p>	<p>benefits shall be provided for daily substitutes.</p> <p>2. EXTENDED DAILY SUBSTITUTES – those who substitute longer than twenty (20) days shall be paid a daily rate approved by the Board for the current school year after the 20th day. Extended daily substitutes will receive no benefits.</p> <p>3. EXTENDED DAILY SUBSTITUTES - SAME TEACHER – those who substitute for the same teacher for twenty (20) to seventy (70) consecutive days shall be paid a daily rate approved by the Board for the current school year, retroactive to the first day of substitute duty for the teacher who is out on an extended absence. Extended daily substitutes for same teacher will receive no benefits.</p> <p>4. LONG-TERM SUBSTITUTES – those substitutes employed on a long-term basis, , to fill the position of a regularly employed teacher/professional employee who is on an approved leave of absence. Benefits shall be provided in accordance with the applicable collective bargaining agreement.</p> <p>5. BUILDING/PROGRAM SUBSTITUTES – those substitutes assigned to a specific building or program and assured work for a specific period of time. The payment rate schedule for the current school year is available in the Human Resources Department. No other employee benefits shall be provided.</p> <p>Substitutes for other employee groups shall be paid at a rate set periodically by the Board for the various classes of employees or contractors.</p> <p>A predetermined differential approved by the Board will be paid to substitute teachers and instructional assistants who work in programs that are determined by the administration as more difficult to fill.</p> <p>The Executive Director or designee shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute 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 Executive Director or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>The Executive Director or designee shall prepare a written statement for all approved substitutes employed by the Intermediate Unit informing them of their pay rate, employee status, work schedule, and other matters that 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> <p>Legal References: Pol. 324</p>
--	--

<p>References:</p>	<p><u>Pre-Employment Requirements</u></p> <p>The Intermediate Unit or the third-party contractor shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Intermediate Unit may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.</p> <p>Legal Reference: SC 111.1</p> <p>A candidate shall not be employed by the Intermediate Unit, nor shall the Intermediate Unit accept an employee of a third-party contractor to substitute in any Intermediate Unit programs until the individual has complied with the mandatory background check requirements for criminal history, FBI clearance and child abuse, legal pre-employment requirements, and the Intermediate Unit has evaluated the results of that screening process.</p> <p>Legal References: SC 111; 23 Pa. C.S.A., Sec. 6344</p> <p>Each candidate for employment of CCIU or of a third-party contractor to be assigned to work in a CCIU program shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>Legal References: SC 111, 111.1</p> <p>A candidate for employment in the Intermediate Unit shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p>Legal References: SC 1109, 1201; 24 P.S., Sec. 2070.2, Title 22, Sec. 49.1 et seq</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 913-A, 914-A, 915-A, 1101, 1109, 1148, 1201</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.1 et seq.</p> <p>Educator Discipline Act – 24 P. S. Sec. 2070.2</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 104, 324</p>
--------------------	---