

**EASTERN  
WESTMORELAND  
CAREER &  
TECHNOLOGY CENTER**

SECTION: EMPLOYEES  
TITLE: EMPLOYMENT OF  
SUBSTITUTES  
ADOPTED: JANUARY 28, 2015  
REVISED:

305. EMPLOYMENT OF SUBSTITUTES	
1. Authority	<p>Qualified and competent substitutes for professional and support employees shall be employed by the center in order to provide continuity in the educational programs and services of the center.</p>
SC 1101, 1148, 1850.1	<p>The Joint Operating Committee shall approve the names of potential substitute employees, as needed, and the positions in which they may substitute.</p>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<p>Utilization of substitutes prior to approval by the Joint Operating Committee is authorized when their use is required to maintain continuity in the educational program and services of the center. Retroactive approval shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.</p> <p>A candidate shall not be employed on a permanent basis until the individual has complied with all mandatory background checks required by law, including, but not limited to, criminal history and child abuse.</p>
SC 111	<p>Each candidate shall report, all arrests and convictions. Candidates shall likewise report arrests and/or convictions occurring subsequent to the initial application. 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>A candidate's misstatement of material facts as to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p>

<p>SC 1148</p> <p>2. Delegation of Responsibility</p>	<p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Joint Operating Committee for the various classes of employees.</p> <p>The Administrative 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 Administrative Director or designee shall recommend retention on the Joint Operating Committee's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1101, 1148, 1850.1</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>Joint Operating Committee Policy – 000, 104</p>
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