

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>
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Section: CLASSIFIED EMPLOYEES

Title: EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES

Date Adopted: 17 August 1981

Date Last Revised: 18 January 2016

505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES

- .1 Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.
- .2 The Board will approve annually the names of potential substitute classified personnel and the positions in which they may substitute.
 - .21 Additional names may be added to the list of substitute personnel by the Board during the school year following the approval of such list.
 - .22 Substitutes shall be compensated according to the beginning hourly rate schedule established by the school district.
- .3 The Board shall approve the employment, fix the compensation and establish the period of employment for each short-term classified employee. Such approval shall normally be given to those candidates for employment recommended by the Superintendent.
- .4 All applications for employment shall be referred to the Superintendent and, as appropriate, the Business Administrator, Principal, or Buildings and Grounds Supervisor.
- .5 Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.
- .6 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.

- .7 The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for classified employment in accordance with the following guidelines:
 - .71 Only those candidates shall be recommended for employment that are available and qualified to perform the duties of the position.
 - .72 The administration shall seek candidates for employment who possess the following attributes:
 - .721 good character
 - .722 appreciation of children
 - .723 good physical health
 - .724 emotional and mental maturity and stability.
- .8 No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant who shall not vote.
- .9 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.
- .10 No classified substitute or short-term employee shall be employed until such candidate has submitted at their own expense the following state-mandated documentation under Act 126 of 2013, Act 153 of 2014, and Act 168 of 2014 including but not limited to: 1) Original Pennsylvania State Police Criminal Record Check, FBI Clearance Registration Number, and original Child Abuse Clearance renewable every five years from the date of the clearances; 2) Sexual Misconduct/Abuse Disclosure Release(s); and 3) a current Mandated Reporter Training Certificate renewable every five years. If the candidate does not have a Mandated Reporter Training Certificate, he/she must complete and submit proof of completion of this training within 90 days of his/her hire date.