



**Section:** PROFESSIONAL EMPLOYEES  
**Title:** EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES  
**Adopted:** February 20, 1996  
**Revised:** December 18, 2001  
 August 21, 2007

	<p align="center"><b>403. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</b></p>	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>4. Delegation of Responsibility</p>	<p>Qualified and competent substitute teachers and professional employees shall be employed in order to provide continuity in the educational program of the Lebanon County Career and Technology Center.</p> <p>The Joint Operating Committee shall approve annually the names of potential substitute professional employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.</p> <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. Retroactive approval shall be recommended to the Joint Operating Committee at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the Lebanon County Career and Technology Center has evaluated the results of that screening process.</p> <p><u>Compensation</u>                  Substitutes shall be paid on a per diem basis at a rate set annual by the Joint Operating Committee.</p> <p>A substitute teacher employed on a per diem basis to replace a teacher whose leave unexpectedly extends for a period in excess of forty-five (45) consecutive school days shall be reimbursed as of the forty-sixth day at the approved long term substitute rate and shall receive pro-rated sick leave benefits. Medical benefits will be provided on the first day of the month following the 46<sup>th</sup> consecutive day of substitution. The medical benefits will continue until the last day of the month following the conclusion of this substitute status.</p> <p>The Administrative Director or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p>	<p>Title 22                  Sec. 4.4</p> <p>SC 1850.1                  Pol. 104</p> <p>SC 111                  Title 22                  Sec. 8.1 et seq                  23 Pa. C.S.A.                  Sec. 6301 et seq</p> <p>SC 1148</p>

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	<p>The Administrative Director or designee shall recommend for retention on the approved substitute list only those substitutes who have satisfactorily performed their duties.</p> <p>References: School Code – 24 P.S. Sec. 111, 1148, 1850.1 State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq. Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq. Joint Operating Committee Policy – 104, 424</p>	