



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

	<b>503. EMPLOYMENT OF SUBSTITUTE AND SHORT TERM EMPLOYEES</b>	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p>Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the Lebanon County Career and Technology Center.</p> <p>The Joint Operating Committee shall approve annually the names of potential substitute classified personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.</p> <p>The Joint Operating Committee shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Administrative Director.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p>Utilization of substitute or short-term employees prior to approval by the Joint Operating Committee is authorized when necessary to maintain continuity of services in the Lebanon County Career and Technology Center. Retroactive employment shall be recommended to the Joint Operating Committee at the next 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 the screening process.</p> <p><u>Compensation</u>                  Substitutes for classified employees will be paid on a per diem or hourly basis at a rate set periodically by the Joint Operating Committee for various classes of employees.</p>	<p>SC 1850.1</p> <p>SC 1850.1</p> <p>SC 111                  Title 22                  Sec. 8.1 et seq                  23 Pa C.S.A.                  Sec. 6301 et seq</p>

	<b>503. EMPLOYMENT OF SUBSTITUTE AND SHORT TERM EMPLOYEES</b>	
<p>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term employment.</p> <p>The administration shall 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>References:  School Code – 24 P.S. Sec. 111, 1850.1  State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.  Child Protective Services Law – Pa. C.S.A. Sec. 6301 et seq.  Joint Operating Committee Policy – 504, 524</p>	