MONTGOMERY COUNTY INTERMEDIATE UNIT #23

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF SUBSTITUTE EMPLOYEES

ADOPTED: MAY 26, 2010

REVISED:

	305. EMPLOYMENT OF SUBSTITUTE EMPLOYEES
1. Authority	Qualified and competent substitutes for professional and support employees shall be employed in order to provide continuity in the educational programs and support services of the Intermediate Unit.
SC 963, 964, 965 1101, 1148	The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.
SC 963, 964, 965	Board approval shall normally be given to the candidates for employment appointed or recommended by the Executive Director. The Board authorizes use of substitute employees prior to Board approval when necessary to maintain continuity of the educational program and support services in the Intermediate Unit. Retroactive approval shall be recommended to the Board at the next regular meeting. A candidate's misstatement of fact material to qualifications for employment or determination of salary may constitute grounds for dismissal by the Board. <u>Compensation</u> Substitutes shall be paid on a per diem basis at a rate set periodically by the Board for the various classes of employees.
2. Delegation of Responsibility	The Executive Director or designee shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute employment. References: School Code – 24 P.S. Sec. 108, 111, 963, 964, 965, 1101, 1148 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. Board Policy – 000, 104, 324