

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED PERSONNEL

TITLE: EMPLOYMENT OF
SUBSTITUTE PERSONNEL

ADOPTED: October 15, 2012

REVISED: 4000, 4010

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 111</p> <p>3. Delegation of Responsibility</p> <p>School Code 406, 111, 1111</p>	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM PERSONNEL</p> <p>Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.</p> <p>The Board will approve the names of potential substitute classified personnel and the positions in which they may substitute.</p> <p>Substitutes shall be compensated at a rate set by the Board for the various categories of regular employees.</p> <p>Any employee’s misstatement of fact – material to qualifications for employment or the determination of salary – shall be considered by this Board to constitute grounds for dismissal.</p> <p>The utilization of substitute 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.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, drug/alcohol testing and the district has evaluated the results of that screening process.</p> <p>The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for classified employment.</p> <p>No person shall be employed who is related to any member of the Board, as defined in statute, unless such a person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.</p> <p>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.</p>
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