



Book	BHASD Policies
Section	300 Employees
Title	Employment of Substitutes
Code	305
Status	Active
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Applicable Staff

ADMINISTRATIVE EMPLOYEES, PROFESSIONAL EMPLOYEES, CLASSIFIED EMPLOYEES

Authority

Qualified and competent substitutes for professional and support employees shall be employed by the district in order to provide continuity in the educational programs and services of the schools.

The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Additional names may be added to the list of substitutes by the Board during the school year.

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for employment and the district has evaluated the results of that screening process. [\[5\]](#)[\[6\]](#)[\[7\]](#)

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Compensation

Substitutes shall be paid on a per diem or hourly basis at a rate set annually by the Board for the various classes of employees and in accordance to the collective bargaining agreement for long term teacher substitutes. [\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute employment.

The administration may 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.

The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.

Guidelines

Professional Employees

Day to Day Substitutes required to ensure continuity of instruction on a daily or short term basis. These substitutes may be District employees or through contracted services. All employment requirements and background checks must be followed prior to working in the District.

Long-Term Substitutes over thirty days in a position, shall be Board approved and follow the collective bargaining agreement stipulations.

Classified Employees

Daily and/or short term substitutes may be utilized to ensure the operations and functionality of the school system. These substitutes may be District employees or through contracted services. All employment requirements must be followed prior to working in the District.

No guarantee of continued service or right to return to service is provided. Termination can be at any time based on district staffing needs and employee attendance and performance.

Legal

[1. 24 P.S. 406](#)

[2. 24 P.S. 1101](#)

[3. 24 P.S. 1106](#)

[4. 24 P.S. 1148](#)

[5. 24 P.S. 111](#)

[6. 22 PA Code 8.1 et seq](#)

[7. 23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 108](#)

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