

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: October 14, 1991

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 406</p> <p>SC 406</p> <p>3. Guidelines</p> <p>SC 111</p>	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.</p> <p>The Board will 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 substitute personnel by the Board during the school year following the approval of such list.</p> <p>Substitutes shall be compensated at a rate set annually by the Board for the various categories of regular employees.</p> <p>The Board shall approve the employment, fix the compensation and establish the period of employment for each short-term classified employee. Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</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 or short-term 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 and the district has evaluated the results of that screening process.</p> <p>Each substitute classified employee shall be required to take the Loyalty Oath upon employment.</p>
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