

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE
PROFESSIONAL
EMPLOYEES

ADOPTED: November 9, 1995

REVISED: January 11, 2007,
February 10, 2011
August 14, 2014

Palmyra Area School District

	405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES
1. Purpose	Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.
2. Authority	The Board shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may substitute, except that additional names may be added to the list of substitute teachers by the Board during the school year.
SC 1101, 1106	
SC 111	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. (See Policy 806.2 Clearances for additional guidelines.)
	The District shall endeavor to employ certificated substitute teachers as replacements for employees who are absent for an entire instructional day. Should the District determine that it is not reasonably possible to obtain a certificated substitute, it shall notify the affected employee as promptly as possible.
SC 1148	Day to day substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis regardless of days worked. Short-term substitutes shall be defined as longer than 20 days for the same teacher but less than a full semester. Short-term substitutes will receive a daily rate halfway between the daily substitute rate and the daily rate for a teacher at Bachelor's Step 1. Long-term substitutes shall be defined as substituting for the same teacher for a semester or longer. Long-term substitutes will be placed on the salary scale at the Bachelor's Step 1 rate and will receive benefits during their time as a long-term substitute. The Board has the ability to increase that for <i>hard to fill</i> positions or extenuating circumstances at its sole discretion.
3. Delegation of	The Superintendent shall recruit and screen candidates for substitute

Responsibility	employment, and shall develop procedures for the assignment of substitutes, report such assignments to the Board periodically, and develop methods of evaluating substitute teachers.
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