

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: December 16, 2004

REVISED: August 17, 2006, July 20, 2017

<p>1. Purpose</p> <p>2. Authority SC 1850.1</p> <p>3. Guidelines SC 111 23 Pa. C.S.A. 6301 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and professional employees shall be employed in order to provide continuity in the educational program of the school.</p> <p>The Joint Operating Committee shall approve annually the names of potential substitute professional employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.</p> <p>No candidate shall be employed until such candidate has complied with all the PDE mandatory background check requirements for criminal history, child abuse, and a successful FBI fingerprint check as provided for in Act 114, Act 168, and all other PDE mandated background checks and certifications, and the school has evaluated the results of that screening process.</p> <p>The school shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Compensation</u></p> <p>Substitute teachers in the school shall be classified into three (3) broad categories:</p> <ol style="list-style-type: none"> <li>1. Category A (per-diem) substitute teachers shall serve on a day-to-day basis, but no more than thirty (30) days in the same assignment, as necessary, because of the absence of regular teaching staff. These individuals may be differentiated in compensation but shall not receive fringe benefits.</li> <li>2. Category B (short-term) substitute teachers shall serve a commitment of fifteen (15) consecutive days or more as needed in a specific teaching assignment for less than ninety (90) consecutive days. The duties and responsibilities of these substitute teachers shall generally be equivalent to those of the regular teaching staff and shall include responsibilities such as lesson plan preparation, parent conferences, committee work, progress and grade reporting, and planned evening events. These employees shall not receive fringe benefits.</li> </ol>
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<p>4. Delegation of Responsibility</p>	<p>3. Category C (long-term) substitute teachers shall serve a commitment of ninety (90) consecutive days or more. The duties and responsibilities of these substitutes shall be equivalent to those of the regular teaching staff, and they shall be placed on the negotiated teacher salary schedule. These employees shall receive full benefits. Salary and benefits will be pro-rated.</p> <p>Absences for reasons of illness, bereavement, or personal nature shall not be construed to cause interruption of a substitute's accumulation of consecutive teaching days for the purpose of being placed into an appropriate category.</p> <p>All substitute teachers shall be compensated as defined in the above categories. When a Category A substitute has served fifteen (15) consecutive days in the same assignment or a Category B substitute has served ninety (90) consecutive days in the same assignment, that individual shall be placed into the next highest category retroactively and approved by the Committee.</p> <p>The Administrative Director or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The Administrative Director or designee shall recommend for retention on the approved substitute list only those substitutes who have satisfactorily performed their duties.</p>
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