

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE AND SHORT-  
TERM EMPLOYEES

ADOPTED: November 18, 2004

REVISED: August 17, 2006, June 18, 2015

REVIEWED: September 18, 2025

	505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES
1. Purpose	<p><b>Purpose</b> Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the school.</p>
2. Authority SC 1850.1	<p><b>Authority</b> The Joint Operating Committee shall 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 substitutes by the Joint Operating Committee during the school year.</p>
SC 1850.1	<p>The Joint Operating Committee shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.</p>
3. Guidelines	<p><b>Guidelines</b> All applications for employment shall be referred to the Administrative Director.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Administrative Director.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p>
SC 111 23 Pa. C.S.A. 6301 et seq	<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 the screening process.</p>
42 U.S.C. Sec. 653a	<p>The school shall submit a New Hire Report for each employee required to be reported by law.</p>

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<p>4. Delegation of Responsibility</p> <p>School Code 111, 1850.1</p> <p>23 Pa. C.S.A. 6301 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p><u>Compensation</u></p> <p><b>Delegation of Responsibility</b> Substitutes for classified employees will be paid on a per diem basis at a rate set annually by the Joint Operating Committee for the various classes of employees. The Administrative Director or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term employment in accordance with Joint Operating Committee policy and state and federal law.</p> <p>The administration shall 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.</p>
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