

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: October 20, 2011

REVISED:

	505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES
1. Purpose	Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the center.
2. Authority SC 1850.1	The Joint Operating Committee shall approve annually the names of potential substitute non-instructional 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.
SC 1850.1	The Joint Operating Committee shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term non-instructional employee.
3. Guidelines	Approval shall normally be given to those candidates for employment recommended by the Administrative Director.
	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.
	Utilization of substitute or short-term employees prior to approval by the Joint Operating Committee is authorized when necessary to maintain continuity of services in the center. Retroactive employment shall be recommended to the Joint Operating Committee at the next meeting.
SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of the screening process.
42 U.S.C. Sec. 653a	The center shall submit a New Hire Report for each employee required to be reported by law.

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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>Substitutes for non-instructional 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.</p> <p>The Administrative Director or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for substitute and short-term employment.</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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