

Policy No. 505

Section CLASSIFIED EMPLOYEES

Title EMPLOYMENT OF SUBSTITUTE  
AND SHORT- TERM EMPLOYEES

Adopted AUGUST 21, 1989

Revised JUNE 27, 2000

# Policy Guide

	<p style="text-align: center;"><b>POLICY NO. 505 EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</b></p> <p>1. Purpose Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.</p> <p>2. Authority The Board shall approve the names of potential substitute classified personnel and the positions in which they may substitute.</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.</p> <p>Such approval shall 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</p>	<p>SC 406</p> <p>SC 1148</p>
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determination of salary, shall be considered by this Board to constitute grounds for dismissal.

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.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements **and all requirements of employment law** for criminal history, **child abuse and any other related clearances**, and immigration status and the District has evaluated the results of that screening process.

3. Delegation of  
Responsibility

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for classified employment in accordance with the following guidelines:

- a. Only those candidates shall be recommended for employment who are available and qualified to perform the duties of the position.
- b. No person shall be employed who is related to any member of the Board, as defined in statute, unless such a person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.
- c. The administration shall seek recommendations from former employers and

SC 111

SC 1111

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others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.

School Code

406, 111,  
1111, 3705