

SECTION: CLASSIFIED EMPLOYEES
 TITLE: EMPLOYMENT OF
 SUBSTITUTE AND SHORT-
 TERM EMPLOYEES
 ADOPTED: MARCH 18, 1996
 REVISED:

Lebanon School District

	505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES	1 2 3 4
1. Purpose	Qualified and competent substitute and short-term classified employes will be employed in accordance with these guidelines.	5 6 7 8
2. Authority	The Board will approve annually the names of potential substitute classified employes and the positions in which they may substitute except that additional names may be added to the list of substitute personnel by the Board during the school year following the approval of such list.	9 10 11 12 13 14 15
SC 406	Classified substitutes shall be compensated at a rate set annually by the Board for the various categories of regular employes.	16 17 18 19
SC 406	The Board shall approve the employment, fix the compensation and establish the period of employment for each short-term substitute classified employe.	20 21 22 23 24
	Such approval shall normally be given to those candidates for employment recommended by the Superintendent.	25 26 27 28
	Any employe's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.	29 30 31 32 33
	The utilization of substitute or short-term classified employes 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.	34 35 36 37 38 39 40
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SC 111

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.

3. Delegation
of Respon-
sibility

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

Only those candidates shall be recommended for employment who are available and qualified to perform the duties of the position.

SC 1111

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.

The administration shall seek such recommendations from former employers and 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
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