

Section CLASSIFIED EMPLOYEESTitle EMPLOYMENT OF SUBSTITUTEAND SHORT-TERM EMPLOYEESLINE MOUNTAIN SCHOOL DISTRICTDate Adopted September 26, 1979Date Revised August 25, 1987

| Guide   |   | Reference  |
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| <p>1. <u>Purpose</u></p> <p>2. <u>Authority</u></p> | <p>505. EMPLOYMENT OF SUBSTITUTE<br/>AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.</p> <p>The Board will approve annually the names of potential substitute classified personnel 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.</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 normally be given to those candidates for employment recommended by the Business Administrator.</p> <p>All applications for employment shall be referred to the appropriate administrator.</p> <p>Any employee'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.</p> <p>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.</p> <p>page 1/2</p> | <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p> |

3. Delegation  
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Responsi-  
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The Business Administrator shall develop procedures for the recruitment, screening, and recommendation of candidates for 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.
- The administration shall seek such candidates for employment who possess the following attributes: good character, appreciation of children, good physical health, and emotional and mental maturity and stability.
- No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.
- No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process, as well as any other required screening procedures.
- 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.