

# Urban pathways K-5 College Charter School

## Board of Trustees Policy

### EMPLOYMENT OF SUBSTITUTES POLICY

The Board of Trustees (“Board”) of the Urban pathways K-5 College Charter School (“Charter School”) recognizes the need to employ qualified and proficient substitute employees for professional and support services at the Charter School. The CEO or his/her designee shall develop procedures regarding the hiring and employment of substitutes at the Charter School.

The Charter School shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the Charter School or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The Charter School may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment and may report the information as permitted by law.

The employment history of all substitute employees will be reviewed by the CEO or his/her designee in accordance with state and federal law prior to any offer of employment. The failure to accurately report required information by the prospective employee shall be subject to denial of employment. The Charter School may use this information for the purpose of evaluating an applicant’s qualifications, as permitted by law.

#### **Day-to-day Substitutes**

If a prospective employee holds a Pennsylvania public educator certificate or a professional-level out of state educator certificate, he or she may be eligible to become a day-to-day substitute. Requirements for day-to-day substitutes:

- Valid Pennsylvania educator certificate or out of state certificate
- Bachelor’s degree (or foreign equivalency) if not certified
- Background clearances
- U.S. citizen or permanent resident alien status (green card)

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If he/she does not hold the proper certification but have a conferred bachelor's degree, the Charter School can hire the employee by requesting an emergency permit from the Pennsylvania Department of Education. An emergency permit for day-to-day substitutes is valid for one (1) school year. The Charter School can request unlimited re-issuances of emergency permits for day-to-day substitutes.

Pennsylvania educators with inactive certificates may only substitute for up to a total of 90 days per school year.

Please note: clearances are required of all substitutes in the state of Pennsylvania.

The CEO or his/her designee will develop procedures regarding employment of substitute employees at the Charter School. The CEO or his/her designee shall formally inform all approved substitute employees regarding their rate of pay, employment status, schedule, and other matters that enable them to perform their duties to the best of their ability. This communicated information will be included in the employees file at the Charter School.

*References: 28 PA Code § 23.43; 42 U.S.C. § 12112; 28 PA Code § 23.44; 24 P.S. § 1419; 28 PA Code § 23.45; 42 U.S.C. § 2000, et seq; 24 P.S. § 1416; 24 P.S. § 1732A; 42 U.S.C. § 12101, et seq.*

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**