

SECTION: 420

TITLE: SUBSTITUTE SERVICE EMPLOYEES
AND STUDENT HELP

NESHAMINY SCHOOL DISTRICT

1	I. PER DIEM SUBSTITUTE	<u>Definition</u> - A substitute employee who replaces a regular employee on a day	1
2		to day basis when the regular employee is absent because of an illness or	2
3		approved leave of absence for less than 30 working days.	3
4		<u>Qualifications</u> - The substitute employee must meet the criteria established by	4
5		the administration for the classification in which he/she is employed.	5
6		<u>Compensation</u> - As per current budget.	6
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8	II. LONG TERM SUBSTITUTE	<u>Definition</u> - A substitute employee who replaces a regular employee when the	8
9		regular employee is on an extended leave for 30 or more consecutive working	9
10		days in the same assignment. The term of employment will be assigned at the	10
11		time of hire.	11
12		<u>Qualifications</u> - The substitute employee must meet the criteria established by	12
13		the administration for the classification in which he/she is employed.	13
14		<u>Compensation</u> -	14
15		• Rate of Pay - The rate of pay will be \$.30 cents per hour less than the pay	15
16		rate for the classification.	16
17		• Sick Leave - Accrued sick leave during the term of employment up to ten	17
18		days per year, prorated (on the term of employment for the job	18
19	classification).	19	
20	• Hospitalization, Medical/Surgical, Major Medial Insurance - Premium	20	
21	paid for the employee's share by the District.	21	
22	• Holiday and Vacation Privilege - Entitled to all holidays which occur	22	
23	during the term of employment and a prorated share of vacation.	23	
24	• Service Credit - If the employee is retained as a full time person, he/she	24	
25	will continue to accrue all rights and privileges due to any other regular	25	
26	employee in a job of like status.	26	
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28	III. STUDENT HELP	<u>Definition</u> - A high school student employed in a service classification in a	28
29		vacancy as a substitute or is employed in a classification to gain experience as	29
30		a part of their curriculum.	30
31		<u>Qualifications</u> - The substitute employee must meet the criteria established	31
32		by the administration for the classification in which they are employed. When	32
33		the student is participating in an educational program that requires work	33
34		experience, the assignment of the student must be made by a member of the	34
35		instructional staff who has been assigned the responsibility by the	35
36		administration.	36
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POLICY 420 (con't)

When the employment is not connected with the education program of the student, they will be paid the non-educational rate listed hereunder. When the employment is part of the educational program of the student, they will be paid the educational rate listed hereunder.

Non-educational hourly rate will equal minimum wage.

*Educational hourly rate will equal 85% of minimum wage.

*Reference - Fair Labor Standards Act, Section 14 (d) 85% of minimum wage.

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