

SUBSTITUTE EMPLOYMENT

The Board authorizes the employment of a certificated substitute in absence of a regularly contracted staff member. In addition, the district may use a substitute in place of a regularly-contracted staff member when:

1. Enrollment uncertainties exist at the beginning of a school year, or
2. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter occasions, the district will employ a contracted staff person within a reasonable time.

The Superintendent will be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

Substitute teachers who have served for 20 full consecutive working days in the same assignment will, from the 21st day of service on, be paid according to the regular salary schedule of certificated staff.

Retired teachers or administrators may work up to eight hundred sixty-seven (867) hours of employment.

If the Superintendent reasonably anticipates that the list of qualified, willing substitutes will be exhausted, emergency substitute certification may be sought from the Office of the Superintendent of Public Instruction for persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of fully-qualified substitutes is exhausted.

The Board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. A classified substitute employee's eligibility to purchase retirement service credit will be determined according to RCW 4.35 and retirement system rules. Substitute classified employee means a classified employee who is employed by the district exclusively as a substitute for an absent employee. The Superintendent is authorized to establish procedures relating to the use of substitute classified staff.

Cross References:	Board Policy 1610 Board Policy 5612	Conflicts of Interest Temporary Administrators
Legal References:	RCW 28A.330.240 RCW 28A.400.300 RCW 28A.405.900 RCW 41.32.570 RCW 42.23.030(9) WAC 181-79A-231	Employment Contracts Hiring and discharging employees — Written leave policies – seniority and leave benefits of employees transferring between school districts and other educational employers Certain certificated employees exempt from chapter provisions Postretirement employment – reeducation or suspension of pension payments Interest in contracts prohibited — Exceptions Limited certificates

Board Signature:

Adoption: 07.25.00

Revised: 10.11.95; 07.07.97; 11.12.02; 09.16.08. 10.25.11

Management Resources:

Policy News, June 2008
Policy News, August 2001,

Substitute Employment
Legislature Authorizes "Retire/Rehire"

Board Signature:

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