

## Substitute Employment

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

- A. Enrollment uncertainties exist at the beginning of a school year; or
- B. 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.

The board authorizes the employment of a spouse of an officer as a substitute teacher when the superintendent deems that there is a shortage of substitute teachers in the district.

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 41.35](#) 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:      5612 - Temporary Administrators  
                             1610 - Conflicts of Interest 2nd Class Districts  
                             1610 - Conflicts of Interest 1st Class Districts

Legal References:      RCW 28A.330.240 Employment Contracts  
                             RCW 28A.400.300 Hiring and discharging employees — Written  
                                 leave policies — Seniority and leave benefits of employees  
                                 transferring between school districts and other educational  
                                 employers  
                             RCW 28A.405.900 Certain certificated employees exempt from  
                                 chapter provisions  
                             RCW 28A.410.010 Certification — Duty of professional educator

standards board — Rules — Record check — Lapsed certificates —  
Superintendent of Public Instruction as administrator  
RCW 41.32.570 Postretirement employment — Reduction or  
suspension of pension payments  
Chapter 41.35 RCW Washington school employees' retirement  
system  
RCW 42.23.030(9) Interest in contracts prohibited — Exceptions

Management  
Resources:

2011 - August Issue

Policy News, June 2008 Substitute Employment

Policy News, August 2001 Legislature Authorizes "Retire-Rehire"

Adoption Date: 05/18/2016

Classification: **Priority**

Revised Dates: