

**Section:** PERSONNEL

**Policy Title:** 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.

Substitute teachers who teach in an assignment extending beyond five (5) consecutive teaching days will be paid on a daily rate, determined by the substitute's placement on the current certificated salary schedule, and will be effective beginning on the sixth day of teaching.

After ten (10) days of continuous long-term substituting in the same assignment, the first five (5) days of work shall be eligible for per diem wage as per the employee's placement on the current certificated employee salary schedule.

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 per school year.

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.

By October 1 of each year, the District will report to the office of the superintendent of public instruction:

1. The number of substitute teachers hired per school year;
2. The number of substitute teachers hired under the expedited certification process for out-of-state teachers;
3. The full daily compensation rate per substitute teacher; and
4. The reasons for hiring the substitute teacher.

<b>Cross Reference:</b>	Board Policy 1610 Board Policy 5001 Board Policy 5612	Conflicts of Interest Hiring of Retired School Employees Temporary Administrators
<b>Legal References:</b>	Chapter 28A.300, RCW RCW 28A.330.240 RCW 28A.400.300  RCW28A.405.900  RCW28A410.010  RCW 41.32.570  Chapter 41.35, RCW  RCW 42.23.030(9)	Superintendent of Public Instruction 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 Certification-Duty of professional educator standards board-Rules- Record check-Lapsed certificates- Superintendent of Public Instruction as administrator Postretirement employment-Reduction or suspension of pension payments Washington school employees' retirement system Interest in contracts prohibited- Exceptions
<b>Management Resources:</b>	<i>Policy News</i> , July 2016  <i>Policy News</i> , June 2008 <i>Policy News</i> , August 2001	Substitute Employment Legislature Authorized "Retire- Rehire"

Adopted: February 9, 2009  
 Revised: January 23, 2012  
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