

## **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 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.

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 eight hundred sixty-seven (867) hours of employment. The annual threshold for TRS Plan 1 retirees is calculated per fiscal year. All other plans are calculated per calendar 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.

Cross References:	Board Policy 1610 Policy 5030 Policy 5040 Board Procedure P5090-1 Procedure P5040-1	Conflict of Interest Conflicts of Interest Auxiliary Personnel Substitute Employment Auxiliary Personnel
Legal References:	RCW 28A.330.240 RCW 28A.400.300  RCW 28A.405.900  RCW 28A.410.010  RCW 41.32.570  RCW 41.35  RCW 42.23.030(9)  WAC 181-79A-231	Employment Contracts Hiring and discharging employees — Written leaves policies for employees — Seniority and leave benefits of employees transferring between school districts and other educatioal 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  Limited certificates

Adopted: April 9, 2002  
Revised: August 26, 2008  
Revised: October 11, 2011  
Reviewed: June 16, 2014