

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.

On an annual basis the Superintendent will identify pay rates for casual certificated substitutes (substitutes who serve in a single assignment for twenty (20) or fewer days). Rates will be set at or above the median for substitutes in other Clark and Cowlitz County school districts. Changes in rates will be presented to the board for approval. Certificated substitute pay rates will include a half-day (less than four hours) and full day (over four hours) rates.

Substitute teachers who have served for twenty (20) consecutive working days in the same assignment will, from the twenty-first (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 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:	Board Policy 1610 5612	Conflicts of Interest Temporary Administrators
Legal References:	RCW 28A.330.240 28A.400.300 28A.405.900 28A.410.010 41.32.570 42.23.030 (9)	Employment Contracts Hiring and discharging employees-- 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 Interest in contracts prohibited--Exceptions

Management Resources: *Policy News*, June 2008 Substitute Employment
Policy News, August 2001 Legislature Authorizes “Retire-Rehire”

Revision Dates: 3-10-08, 10-27-08, 10-10-11, 11-24-2014
Adoption Date: January 15, 2003
Woodland School District #404
Classification: Priority