

## 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~~ District to employ an immediate replacement.

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

The ~~superintendent~~ Superintendent shall 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 consecutive working days in the same assignment shall, 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 Board deems that there is a shortage of substitute teachers in the district. Such determination shall be reviewed by the Board on an annual basis.

Retired teachers or administrators may work up to one thousand five hundred (1,500) hours per school year as substitutes without affecting their retirement ~~payments~~. After eight hundred sixty-seven (867) hours of employment for a retired employee, the district will be responsible for the employer's contribution to the state retirement system for that employee for all hours worked in that school year.

If the ~~superintendent~~ 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~~ 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. ~~Such classified substitutes shall be hired into positions ineligible for retirement benefits that~~

~~correspond to the retirement eligible positions for which substitutes are needed.~~ The ~~superintendent~~ Superintendent is authorized to establish procedures relating to the use of substitute classified staff.

Cross References: Board Policy 1610 Conflicts of Interest  
5612 Temporary Administrators

Legal References: RCW ~~28A.330.240~~ Employment Contracts  
28A.400.300 Hiring and discharging employees--Leaves  
for employees--Seniority and leave  
benefits, retention upon between schools  
~~28A.330.240~~ Employment Contracts  
28A.405.900 Certain certificated employees exempt from  
chapter provisions  
28A.410.010 Certification — Duty of professional  
educator standards board — Rules —  
Record check — Lapsed certificates —  
Superintendent of Public Instruction as  
administrator  
41.32.570 Postretirement employment — Suspension  
of pension payments of pension payments--Service as  
substitute teacher  
42.23.030 (9) Interest in contracts prohibited--~~accepted~~  
exceptions  
41.35 Washington school employees' retirement  
system  
~~WAC 180-79A-231~~ ~~Limited certificates.~~

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

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