

## 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 regular 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 or designee 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, pay will be retroactive pay to the first 20 days.

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. The terms of the spouse's employment must be commensurate with the relevant pay plan or collective bargaining agreement operating in the district.

Retired school employees may be employed as substitutes in accordance with Policy 5001.

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 Chapter 41.35 RCW 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 hours worked by each substitute teacher; 3) the number of substitute teachers that received benefits

under the school employees' benefits board; 4) the full daily compensation rate per substitute teacher; and 5) the reason for hiring the substitute teacher.

Cross References:           1610 - Conflicts of Interest 1st Class Districts  
                                  1610 - Conflicts of Interest 2nd Class Districts  
                                  5001 - Hiring of Retired School Employees  
                                  5612 - Temporary Administrators

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  
                                  RCW 42.23.030(9) Interest in contracts prohibited — Exceptions  
                                  RCW 28A.300.615 Substitute teachers—Hiring and  
                                  compensation reporting  
                                  RCW 41.32.802 Reduction of retirement allowance upon  
                                  reemployment or if covered by plan under RCW  
                                  28B.10.400—Reestablishment of membership  
                                  RCW 41.32.862 Reduction of retirement allowance upon  
                                  reemployment or if covered by plan under RCW  
                                  28B.10.400—Reestablishment of membership  
                                  RCW 41.35.033 Membership—Service credit—Substitute  
                                  employees—Rules  
                                  RCW 41.35.060 Reduction of retirement allowance upon  
                                  reemployment or if covered by plan under RCW  
                                  28B.10.400—Reestablishment of membership  
                                  RCW 41.40.037 Service by retirees—Break in employment  
                                  requirement—Reduction of retirement allowance upon  
                                  reemployment—Reestablishment of membership  
                                  RCW 42.23.030 Interest in contracts prohibited — Exceptions  
                                  WAC 181-79A-231 Limited certificates

Management Resources:      2016 - July Issue  
   2011 - August Issue  
   Policy News, June 2008 Substitute Employment  
   Policy News, August 2001 Legislature Authorizes  
   “Retire-Rehire”  
   2022 - June Issue

**Adoption Date: 03.12.01**

**Classification: Encouraged**

**Revised Dates: 04.00; 10.00; 10.01; 06.08;06.14; 10.26.11; 07.11; 09.16; 05.19; 11.22**