
SUBSTITUTE EMPLOYMENT: 5610

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 shall employ a contracted staff person within a reasonable time.

The Superintendent/designee shall be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

If the Superintendent/designee reasonably anticipates that the list of qualified, available 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.

The employment of a classified substitute in the absence of a classified staff member is authorized 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.

Cross Reference: Administrative Policy 5251 – Conflicts of Interest
 Administrative Policy 5585 – Temporary Administrators

Legal References:	RCW 28A.330.240	Employment Contracts
	RCW 28A.400.300	Hiring and discharging of employees–Written leaves policies–Seniority and leave benefits of employees, transferring between schools districts and other educational employees
	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	Post-retirement employment–Reduction or suspension of pension payments
	RCW 42.23.030(9)	Interest in contracts prohibited–Exceptions
	RCW 41.35	Washington school employees' retirement system

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

Adopted and Revised under Policy Governance - 10/11/11
Formerly Policy – 5530; Adopted or Previously Revised - 11/13/01