Sumner School District
...a great place to learn!

Policy No. 5221
Personnel

PART-TIME STAFF

Part-time employees may be hired in substitute positions for the school district only in circumstances where their regular work assignment is not affected in any way.

Part-time certificated staff shall receive educational experience credits at the rates established in Chapter 392-121 WAC. If the part-time staff moves to a full-time position, the part-time service will be converted to full-time, full-year experience for salary schedule purposes. When the teaching experience is compiled, the total years of service shall be determined in accordance with state reporting requirements, the S-275 Report. Part-time staff shall be entitled to credit on the salary schedule for any educational increments earned.

Legal References:	WAC 392-121-215	Definition — Full-time equivalent (FTE) basic education certificated instructional staff
	WAC 392-121-264	Definition — certificated years of experience
	WAC 392-121-270	Placement of basic education certificated employees on LEAP salary allocation documents
	WAC 392-121-295	Definition — District average certificated instructional staff mix factor

Adopted 8/2012