Substitute Employment

District Rights
The district retains the right to determine where and when a substitute is deployed in all schools and/or departments. Further, the district has the sole right to remove a substitute due to conflicts of interest or other factors.

Certificated Substitutes
The Board authorizes the employment of a certificated substitute in the absence of a certificated employee. In addition, the district may use a substitute in place of a regularly-contracted employee when:

A. Enrollment uncertainties exist at the beginning of a school year; or
B. Resignations of regular employees do not allow sufficient time for the district to employ an immediate replacement.

In either event, the district shall employ a contracted employee within a reasonable time.

The Superintendent shall be responsible for establishing procedures by which non-supervisory certificated employees request substitutes and by which substitutes are assigned, employed and compensated, in accordance with appropriate collective bargaining agreement provisions.

Retired certificated employees and administrators may work up to 867 hours of employment without affecting his/her retirement.

Emergency Certificated Substitutes
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.

Classified Substitutes
The Board authorizes the employment of a classified substitute in the absence of a classified employee when a program will be adversely affected by the regular employee'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. The Superintendent is authorized to establish procedures relating to the use of substitute classified employees.
Substitute Assignments

All substitutes shall be assigned work in consideration of their preferences, the pending absence requests of employees (or as requested by supervisors), the procedures of the substitute office, the provisions of the appropriate collective bargaining agreement and the operational needs of the district.

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.

Retired teachers or administrators may work up to eight hundred sixty-seven (867) hours of employment.

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 substitute teachers hired under the expedited certification process for out-of-state teachers; 3) the full daily compensation rate per substitute teacher; and 4) 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:	**Chapter 28A.300, RCW Superintendent of Public Instruction**
	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
	Chapter 41.35 RCW Washington school employees' retirement system
	RCW 42.23.030(9) Interest in contracts prohibited — Exceptions

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