

## **PERSONNEL**

### Substitute Employment

Substitutes serve in the absence of the certificated staff. The district may use a substitute in place of a regularly contracted staff member when:

1. Enrollment uncertainties exist at the beginning of a school year.
2. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.
3. Absence is due to a leave of a certificated staff member.

On any of the occasions identified above, the district shall employ a full-time elected staff person within a reasonable time after the initial substitute assumed the assignment.

The superintendent, or designee, 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 nineteen consecutive working days in the same assignment will, from the twentieth day of service on, be paid according to the regular certificated salary schedule.

Legal Reference:      RCW [28A.400.300](#) Hiring and Discharging Employees-  
Seniority and Leave Benefits  
[28A.405.900](#) Certain Certificated Employees Exempt  
from Chapter Provisions

Adopted:      June 10, 1992  
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