

## **SUBSTITUTE EMPLOYMENT**

### **CERTIFICATED**

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 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 20 full consecutive working days in the same assignment shall, from the 21st day of service on, be paid according to the regular salary schedule of certificated staff.

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.

Retired teachers or administrators may work up to one thousand five-hundred (1,500) hours per school year as substitutes without affecting their retirement. After eight hundred sixty-seven (867) hours of employment for a retired employee, the district will be responsible for the employer's contribution to the state retirement system for that employee for all hours worked in that school year.

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 for Public Instruction for the persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of full-qualified substitutes is exhausted.

### **CLASSIFIED**

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. Such classified substitutes shall be hired into positions ineligible for retirement benefits that correspond to the retirement eligible positions for which substitutes are needed RCW 41.35. 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 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.

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Cross References:    1610   Conflicts of Interest  
                          5001   Hiring of Retired School Employees

PSE Collective Bargaining Agreement – Article XV

Legal References:    RCW  28A.330.240  Employment Contracts  
                                  28A.300,        Superintendent of Public Instruction  
                                  28A.400.300  Hiring and discharging employees--Leaves for  
  employees--Seniority and leave  
  benefits, retention upon between schools  
                                  28A.405.900  Certain certificated employees exempt from  
  chapter provisions  
                                  41.32.570        Suspension of pension payments--Service as  
  substitute teacher  
                                  42.23.030 (9)  Interest in contracts prohibited-- Exceptions  
  
                          WAC 181-79A-231  Limited certificates

Management Resources:  
                  Policy News   June 2007        Revisions to Retire/Rehire Law  
                  Policy News   August 2001     Legislature Authorizes “Retire/Rehire”  
                  Policy News   July 2016

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