Substitute Employment

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 regular 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 will employ a contracted staff person within a reasonable time.

The superintendent or designee will be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed, and compensated.

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. The terms of the spouse's employment must be commensurate with the relevant pay plan or collective bargaining agreement operating in the district.

[If your district is a second-class district with three hundred or fewer full-time equivalent students, you may include the following language rather than the language above: The board authorizes the employment of a spouse of an officer as a substitute teacher or substitute educational aide when the superintendent deems that there is a shortage of substitute teachers in the district. The terms of the spouse's employment must be commensurate with the relevant pay plan or collective bargaining agreement operating in the district.]

Retired school employees may be employed as substitutes in accordance with Policy 5001.

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.

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. A classified substitute employee's eligibility to purchase retirement service credit will be determined according to Chapter 41.35 RCW and retirement system rules. Substitute classified employee means a classified employee who is employed by the district exclusively as a substitute for an absent employee. 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 hours worked by each substitute teacher; 3) the number of substitute teachers that received benefits under the school employees' benefits board; 4) the full daily compensation rate per substitute teacher; and 5) the reason for hiring the substitute teacher.

Cross References:	1610 - Conflicts of Interest (Districts with 2,000 or more students) 1611 - Conflicts of Interest (Districts with fewer than 2,000 students) 5001 - Hiring of Retired School Employees 5612 - Temporary Administrators
Legal References:	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 RCW 42.23.030(9) Interest in contracts prohibited — Exceptions RCW 28A.300.615 Substitute teachers—Hiring and compensation reporting RCW 41.32.802 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—Reestablishment of membership RCW 41.32.862 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—Reestablishment of membership RCW 41.35.033 Membership—Service credit—Substitute employees—Rules RCW 41.35.060 Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400—Reestablishment of membership RCW 41.40.037 Service by retirees—Break in employment requirement—Reduction of retirement allowance upon reemployment—Reestablishment of membership RCW 42.23.030 Interest in contracts prohibited — Exceptions WAC 181-79A-231 Limited certificates
Management Resources:	2016 - July Issue 2011 - August Issue Policy News, June 2008 Substitute Employment

Policy News, August 2001 Legislature Authorizes “Retire-Rehire”

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