

APPENDIX C – SUBSTITUTE TEACHERS

SECTION C.1

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The District will maintain a Substitute Landing Page via SharePoint in the following categories:

- Access and use of classroom technology resources
- Staff Resources
- Curriculum Access
- Support Systems
- District and School Information (map, phone numbers, calendar, schedules, etc.)
- Additional Resources

SECTION C.1.1

In order to ensure the continuity and quality of the District's educational programs the District retains the right to determine the employment and retention of substitutes on the District substitute list. This may include limiting the buildings/grade levels available to individual substitutes.

SECTION C.2

Teachers will be provided the opportunity to provide input to the District regarding the effectiveness and/or concerns they have encountered as a result of a substitute having covered their class.

SECTION C.3

Selection and retention of substitute teachers is the sole discretion of the District. Any substitute who, based on information provided to the District on the Substitute Feedback form, is not recommended for consideration of substituting in the future, may be removed from the District substitute list at the sole discretion of the District.

SECTION C.4

The daily rate of pay for Substitute Teachers for 2026-27 will be \$227.78. This rate shall be adjusted in accordance with Section C.9 below. In addition, daily substitute work performed on a Friday will be compensated at a Friday Super Rate of \$252.77 for a full-day and \$126.38 for a half-day (3 ½ hours).

SECTION C.5

When substitutes work a half day (3 ½ hours) or less they will be paid ½ the substitute rate. When substitutes work more than three and a half (3 ½) hours they will be paid the daily substitute rate. When the regular teacher returns to the classroom prior to the conclusion of the substitute's assigned full or half day, the substitute will remain for their entire assignment (half or full day) and may assist the teacher or perform other work as assigned by the principal.

SECTION C.6

Substitutes who work six (6) to twenty (20) consecutive days in the same assignment shall be paid \$234.99 per day.

SECTION C.7

Teachers who are retired from Lake Washington School District and who are placed on the substitute list shall be paid at 257.53 per day or 128.76 for a half (½) day. Retired District teachers who work six (6) to twenty (20) consecutive days in the same assignment shall be paid \$263.69 per day. Retired teachers who perform daily substitute work on a Friday will be compensated at a Friday Super Rate of \$291.41 for a full-day and \$145.70 for a half-day (3 ½ hours).

- SECTION C.8** Substitutes who work fifty – sixty-nine (50-69) days in one (1) school year will receive a bonus of one thousand (\$1,000) dollars; those who work seventy – ninety-nine (70-99) days will receive one-thousand five hundred (\$1,500) dollars; those who work one hundred (100) or more days will receive two thousand (\$2,000) dollars. A day shall be equal to one (1) full day or two (2) half days. This bonus will be paid at the end of the school year in the July paycheck.
- SECTION C.9** Long-term substitute assignments in excess of twenty (20) days will be paid at the contract teacher rate, retroactive to the first day of assignment, except that when, in the judgment of Human Resources, the assignment appears at the onset to be a long-term assignment, the contract teacher rate may be paid from the beginning of the assignment.
- Substitutes working multiple continuous, sequential assignments in the same school building agreed to by building administration, and with each assignment being no less than 10 consecutive student school days, will receive compensation commensurate with a long-term sub assignment. Compensation for long-term sub teachers will not be penalized for taking pre-approved absences or sick leave.
- SECTION C.10** The rates specified in C.4, C.6, and C.7 above shall be adjusted by the same percentage amount by which the regular teacher salary may be adjusted.
- SECTION C.11** If the daily rate for substitute teachers is adjusted during any fiscal year as a result of an adjustment to the regular teacher salary, such adjustment will only apply prospectively from the date of the agreement between the Association and the District. Substitute salary adjustments will not be retroactively applied to days worked prior to such agreement.
- SECTION C.12** The above salary is based on a full teacher workday, including planning time (if applicable). Whenever a substitute is required by an administrator to cover a class during his/her scheduled planning time, or when covering for a teacher with a super contract, the substitute will receive additional compensation for this added responsibility. Such compensation will be at the substitute hourly rate of pay.

Approved: August 3, 20256

Effective: August 11, 2026