
Personnel
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 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 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.

If the district has or can reasonably anticipate that it will exhaust its list of qualified and available substitutes for certificated teaching positions, the board shall adopt a resolution stating that the service of retired teachers and/or retired administrators are necessary to address the shortage of qualified and available substitutes. That resolution shall make retired teachers and/or retired administrators eligible for three hundred fifteen additional hours of employment as substitute teachers without adversely affecting their retirement payments, if the district exhausts its list of qualified and available substitutes. The board's resolution shall be valid for the school year in which it is adopted only. A copy of the resolution and a list of the retired teachers and/or administrators employed as substitutes shall be forwarded to the Department of Retirement Services.

If the district cannot find a replacement administrator to fill a vacancy, the board of directors shall adopt a resolution that the services of a retired teacher or administrator are necessary. That resolution shall make a retired teacher or administrator eligible for one hundred five additional hours of employment as a substitute administrator without adversely affecting his or her retirement payments. The board's resolution shall be valid for the school year in which it is adopted only. A copy of the resolution and name of the retired teacher or administrators employed as a substitute administrator shall be forwarded to the Department of Retirement Services.

If the district cannot find a replacement principal to fill a vacancy, the board of directors shall adopt a resolution that the services of a retired principal are necessary. That resolution shall make a retired principal eligible for two hundred ten additional hours of employment as a substitute principal without

adversely, affecting his or her retirement payments. The board's resolution shall be valid for the school year in which it is adopted only. A copy of the resolution and name of the retired principal employed as a substitute principal shall be forwarded to the Department of Retirement Services.

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. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

Cross References:

(cf. 1610 Conflicts of Interest)
(cf. 5612 Temporary Administrators)

Legal References:

RCW 28A.400.300 Hiring and discharge employees--Leaves for employees--
Seniority and leave benefits, retention upon between schools
RCW 28A.330.240 Employment Contracts
RCW 28A.405.900 Certain certificated employees exempt from chapter provisions
RCW 41.32.570 Suspension of pension payments--Service as substitute teacher
RCW 42.23.030 (9) Interest in contracts prohibited--Exceptions

Management Resource:

PNA 9908.02 Retired substitutes may work more

Adoption Date:

School District Name: **MAY 16 2001**

Mary Walker School District