

PERSONNEL

Substitute and Temporary Employment

The board authorizes the employment of substitute and temporary employees in the absence of a regularly-contracted employee when a program will be adversely affected by the regular employee’s absence, or when additional work is required to meet program needs. Substitute and temporary employees must be able to perform the duties to which they are assigned. The superintendent or designee shall establish procedures by which substitutes are requested and by which substitute employees are assigned, employed and compensated.

Temporary work time allocated to employees shall end on the date indicated by Human Resources, and there shall be no requirement or expectation to continue the temporary time.

If enrollment uncertainties exist at the beginning of a school year, semester, or trimester, or if employee resignations do not allow sufficient time for the district to employ an immediate replacement, substitute employees may be utilized for a reasonable amount of time to fill a position until a regularly contracted employee can be hired.

Substitute teachers who have served for twenty (20) full consecutive working days in the same assignment shall, from the twenty-first (21st) day of service on, be paid according to the regular salary schedule of certificated staff.

If the superintendent reasonably anticipates that the list of qualified, willing certificated substitutes will be exhausted, emergency substitute certification may be sought from the Office of the Superintendent of Public Instruction for persons not otherwise qualified for a substitute or teaching certificate. Substitutes holding emergency certification may only be assigned to work when the list of fully qualified substitutes is exhausted.

Retired teachers and administrators may be hired for part-time, substitute, or non-continuing positions, as long as the number of hours worked in district employment do not exceed the limitations for retirees established by state law.

Legal References:	RCW 28A.400.300	Hiring and discharging 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 from pension payments— Service as substitute teacher
	RCW 42.23.030(9)	Interest in contracts prohibited – Exceptions

Adoption Date: January 25, 2011