

Cle Elum-Roslyn School District No. 404

Board Policy

Personnel

5610

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 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. Substitute teachers who work 30 non-consecutive days shall receive the daily rate increase, as determined by the superintendent, commencing on the 31st day.

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 payments. 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 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.

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:	Board Policy	1610 Conflicts of Interest 5612 Temporary Administrators
Legal References:	RCW 28A.400.300 RCW 28A.330.240 RCW 28A.405.900 RCW 41.32.570 RCW 42.23.030 (9) WAC 180-79A-231	Hiring and discharging employees--Leaves for employees—Seniority and leave benefits, retention upon between schools Employment Contracts Certain certificated employees exempt from chapter provisions Suspension of pension payments--Service as substitute teacher Interest in contracts prohibited—Exceptions Limited certificates

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Cle Elum-Roslyn School District