

## **POLICY - SUBSTITUTE EMPLOYMENT**

**5610**

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:

1. Enrollment uncertainties exist at the beginning of a school year; or
2. 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.

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.

Legal References:	RCW 28A.300.615	Substitute teachers—Hiring and compensation reporting
	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 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

Adopted:	March 17, 1986	NTSD Board of Directors
Amended:	October 20, 2009	NTSD Board of Directors
	May 2, 2023	NTPS Board of Directors