

## PERSONNEL

### Substitute Employment

#### Certificated

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 is authorized to establish procedures relating to the employment of substitute certificated staff by which teachers request substitutes and by which substitute certificated staff are assigned, employed and compensated.

#### Classified

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

Cross Reference: Board Policy 1712 Conflicts of Interest

Legal References: RCW 28A.400.300 Hiring and discharging employees—Leaves for employees – Seniority/leave benefits, retention between schools  
RCW28A.330.240 Employment Contracts  
RCS28A.405.900 Certain certificated employees exempt from chapter provisions  
RCW41.32.570 Suspension of pension payments—Service as substitute teacher  
RCW42.23.030(9) Interest in contracts prohibited—Exceptions

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