



TO: BOARD OF DIRECTORS

FROM: Maurene Stanton, Executive Director of Human Resources

SUBJECT: Second Reading Policy 5610 Substitute Employment

DATE: June 7, 2022

This is the Second reading of updated Personnel Policy 5610 Substitute Employment. Updates on this policy reflect some, but not all of the changes recommended by the Washington State School Directors Association (WSSDA). Other changes align with the Collective Bargaining Agreement between the Stanwood-Camano School District and Stanwood-Camano Education Association, Washington Administrative Code and legislation adopted in the 2022 legislative session. Policy 5610 is identified as an encouraged policy by WSSDA.

Recommendation: We recommend the board approve Policy 5610 Substitute Employment.

## 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.

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 forty (1040)** ~~one thousand, five-hundred (1,500)~~ hours per school year ~~as substitutes without affecting their retirement. 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 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 district has exhausted or reasonably anticipates it will exhaust its list of certificated substitutes who are willing to serve the list of fully-qualified substitutes is exhausted.** **Substitutes who have any form of regular certificate (not emergency) will be given priority of assignment before any substitute with an emergency certificate.**

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. **A classified substitute employee's eligibility to purchase retirement service credit will be determine according to RCW 41.35 and retirement system rules. Substitute classified employee means a classified employee who is employed by the district exclusively as a substitute for an absent employee.** ~~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.

**By October 1 of each year, the District will report to the office of the superintendent of public instruction: 1) The number of substitute teachers hired per school year; 2) the number of substitute teachers hired under the expedited certification process for out of state teachers; 3) the full daily compensation rate per substitute teacher; and 4) the reason for hiring the substitute teacher.**

Cross References: Board Policy 1610  
**Board Policy 5001**  
Board Policy 5612  
Legal References: **Chapter 28A.300, RCW**  
RCW 28A.330.240

Conflicts of Interest  
**Hiring of Retired School Employees**  
Temporary Administrators  
**Superintendent of Public Instruction**  
Employment Contracts

RCW 28A.400.300	Hiring and discharging employees — <b><u>Written leave policies</u></b> <del>Leaves for employees</del> — Seniority and leave benefits <b><u>of employees transferring,</u></b> <del>retention upon</del> between schools <b><u>districts and other educational employers</u></b>
RCW 28A.405.900	Certain certificated employees exempt from chapter provisions
<b><u>RCW 28A.410.010</u></b>	<b><u>Certification—Duty of professional educator standards board—Rules—Record check—Lapsed certificates—Superintendent of Public Instruction as administrator</u></b>
RCW 41.32.570	<b><u>Postretirement employment—Reduction or</u></b> Suspension of pension payments — <del>Service as substitute teacher</del>
<b><u>Chapter 41.35 RCW</u></b>	<b><u>Washington school employee’s retirement system</u></b>
RCW 42.23.030(9)	Interest in contracts prohibited — Exceptions
WAC 180-79A-231	Limited certificates

**Management Resources**

**2016 July Issue**  
**2011 August Issue**  
**Policy News, June 2008 Substitute Employment**  
**Policy News, August 2001 Legislature Authorizes “Retire-Rehire”**

Adoption Date: 4.90  
Stanwood-Camano School District  
Revised: 12.10.96; 5.20.03;