

PROPOSED REVISION



5410
Page 1 of 2

HUMAN RESOURCES

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 regular 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 will employ a contracted staff person within a reasonable time.

The superintendent or designee shall be responsible for establishing procedures by which the district may employ, assign, and compensate non-represented substitute, temporary and casual help to meet the needs of the district.

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 [Board Policy 5131](#).

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 determined according to [Chapter 41.35 RCW](#) 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.

Cross references: [Board Policy 1610](#)
[Board Policy 5131](#)
[Procedure 5410P](#)

Conflicts of Interest
Hiring of Retired School Employees
Substitute Employment

Legal references: [RCW 28A.300.615](#) [Substitute teachers—Hiring and compensation reporting](#)
[RCW 28A.330.240](#) [Employment contracts](#)

PROPOSED REVISION

5410

Page 2 of 2

RCW 28A.400.300	Hiring and discharging of 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 a plan under RCW 28B.10.400— Reestablishment of membership
RCW 41.32.862	Reduction of retirement allowance upon reemployment or if covered by a plan under RCW 28B.10.400— Reestablishment of membership
Chapter 41.35 RCW	Washington school employee's retirement system
RCW 41.35.033	Membership—Service credit—Substitute employees—Rules
RCW 41.35.060	Reduction of retirement allowance upon reemployment or if covered by a 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(9) WAC 181-79A-231	Interest in contracts prohibited—Exceptions Limited certificates

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