



## HUMAN RESOURCES

### Substitute Employment

The district will maintain rosters of persons interested in working as a substitute, temporary or casual employee. Placement on the roster and continued employment as a substitute, temporary or casual employee is at the sole discretion of the district.

Compensation shall be at board-adopted rate of pay. Non-represented substitute and temporary employees shall be eligible for benefits as provided by district policy and state law if it is anticipated the employee will be in a specific assignment for at least 90 workdays.

Pursuant to the provisions of [Chapter 41.32 RCW](#) and applicable regulations, retired teachers or administrators may work in the instructional capacity as substitute teachers up to the number of hours authorized by law without suspension of ~~his or her~~ **their** retirement benefit.

If the superintendent or designee reasonably anticipates that the roster of certificated 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 be assigned work only when the roster of fully qualified substitutes is exhausted.

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 **hours worked by each substitute teacher** ~~substitute teachers hired under the expedited certification process for out-of-state teachers;~~
- 3. The number of substitute teachers that received benefits under the school employees' benefits board;**
- 43.** The full daily compensation rate per substitute teacher; and
- 54.** The reason for hiring the substitute teacher.

Cross reference: [Board Policy 5410](#) Substitute Employment

Adopted: September 1981  
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