

**OLYMPIC ESD 114 BOARD POLICY
SUBSTITUTE EMPLOYMENT – CERTIFICATED AND CLASSIFIED**

POLICY 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 regularly-contracted staff member when resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement. The district will employ a contracted staff person within a reasonable time.

Retired teachers or administrators may work up to eight hundred sixty-seven (867) hours of employment.

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. A classified substitute employee's eligibility to purchase retirement service credit will be determined 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 or on a temporary "emergency" basis due to unusual needs for extra help, such as "seasonal" workloads or special, nonrecurring workloads. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

Classified Substitutes will be paid the hourly rate as listed on the classified salary schedule. Exceptions will be approved by the Director of Human Resources.

No expectation of future permanent employment, or any other rights, shall exist as a result of employment under this policy.

Legal Reference:

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
Chapter 41.35 RCW Washington school employees' retirement system
RCW 42.23.030(9) Interest in contracts prohibited — Exceptions

Date Adopted: October 20, 1988

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