

ANACORTES SCHOOL DISTRICT #103

3. The superintendent shall select the mentor teachers. Two classroom teachers, appointed by the teacher's bargaining unit, shall participate in the mentor teacher selection process.

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Adoption Date: 2/25/99

Policy No. 5610
Personnel

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:

- V. Enrollment uncertainties exist at the beginning of a school year; or
- W. 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 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 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.

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



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Cross References:	Board Policy 1610 Board Policy 5612	Conflicts of Interest Temporary Administrators
Legal References:	RCW 28A.330.240 RCW 28A.400.300 RCW 28A.405.900 RCW 28A.410.010 RCW 41.32.570 RCW 42.23.030(9) RCW 41.35	Employment Contracts Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon between schools Certain certificated employees exempt from chapter provisions Certification — Duty of professional educator standards board — Rules — Record check — Lapsed certificates — Superintendent of Public Instruction as administrator Postretirement employment — Suspension of pension Interest in contracts prohibited — Exceptions Washington school employees' retirement system
Management Resources:	<i>Policy News</i> , June 2008 <i>Policy News</i> , August 2001	Substitute Employment Legislature Authorizes "Retire-Rehire"

