

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 will employ a contracted staff person within a reasonable time.

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

Cross References: Board Policy 1610
 Board Policy 5612

Conflicts of Interest
Temporary Administrators

Legal References:	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
Management Resources:	<i>Policy News</i> , June 2008	Substitute Employment
	<i>Policy News</i> , August 2001	Legislature Authorizes “Retire-Rehire”

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Orcas Island School District
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Classification: Priority

SUBSTITUTE EMPLOYMENT PROCEDURES

The District's personnel office will be responsible for maintaining pertinent records relative to the employment of substitutes within the District Office. Such records shall include completed applications, documentation of qualifications and assignment data.

CERTIFICATED SUBSTITUTES:

- 1) All substitute teachers must provide official verification of his/her valid, appropriate Washington State Teaching Certificate. Only those persons registered with the District' personnel office as substitute teachers are eligible to teach in the District. As with all District certificated employees, **substitute teachers are responsible for the timely renewal** of their own Washington State teaching credentials which enables them to be eligible to continue substitute teaching in the OISD.
- 2) Teachers needing a substitute for a **planned absence** shall post their short term absence(s) online in [AESOP www.aesoponline.com](http://www.aesoponline.com), as far in advance as possible. When entering his/her planned absence, a teacher may assign a specific, qualified District substitute to fill that absence; or filling the open assignment(s) posted in AESOP may be left to the first substitute to sign up in AESOP to fill it, based on availability and qualifications.
- 3) When a substitute teacher is needed to fill an **unforeseen absence**, the regular teacher must call the school office as soon as possible to notify the Office Manager of the need for a sub. The Office Manager will immediately arrange for a substitute when notice is not received until the day of the absence. Employees cannot enter an absence in AESOP on the day of the absence.
- 4) Teachers in the **employment pool**, because of a reduction in force status, shall be offered substitute positions per the terms in the OEA Collective Bargaining Agreement.
- 5) All substitute teachers must **report to the school's office** at the beginning of the assignment.
- 6) All substitute teachers must **sign an AESOP Substitute Sign-In form** at the end of each subbing assignment to generate payment. Payments for all assignments signed off and submitted to Payroll by the 10th of each month will be paid on the last business day of that month. Assignments after the 10th of the month will be paid on the last business day of the following month. All payroll payments for employees and substitutes are made by direct deposit.
- 7) Substitute teachers shall be paid in accordance with the current OEA Collective Bargaining Agreement:
 - **\$85 per day for the first 30 full days** of certificated substituting in one school year;
 - **\$125 per day for all full days beyond 30 full days** of certificated substituting.

A full day is four or more assigned hours in one day. Compensation for half days (less than four hours in one day) shall be at one half the rate for a full day. A half day is counted as one half day toward accruing full days in the graduated substitute pay scale. **A substitute shall begin each year at the \$85/day rate and 0 days accrued unless that substitute had reached the \$125/day rate in the preceding year.** Substitutes who reach the \$125/day rate in a school year shall remain at that daily rate for ensuing school years as long as they continue to substitute 30 or more full days during each school year. If any substitute teacher works less than 30 full days during a school year, they shall revert to the \$85/day rate at the beginning of the next school year.

- 8) A substitute teacher on a **long-term assignment** (covering the absence of a regular employee **for 20 or more full consecutive school days**), and **who is not eligible for a non-continuing contract**, shall, from the 21st consecutive day of the assignment, be paid according to his/her placement on the state's certificated LEAP salary schedule times the FTE of the assignment.
 - A long-term substitute shall be paid the base certificated salary per the assignment's actual FTE, without TRI payments and benefits.

- A long-term substitute shall accumulate days toward the annual accrual of substitute days at the rate of one half or one full day, depending upon the FTE of the assignment.
 - A long-term substitute is required to provide the district with official transcripts and verification of previous employment prior to the twenty-first day of the long-term substituting assignment.
- 9) A regular teacher may request to have an AESOP Coordinator **block a specific substitute** from viewing his/her posted openings but must first provide an explanation to the building principal who will approve or deny the block. It is at the discretion of the building principal whether the reason warrants further investigation or action.

CLASSIFIED SUBSTITUTES:

Generally substitutes for classified employees shall be arranged through AESOP online www.aesoponline.com or in the following manner:

Food Services: The department director is authorized to fill substitute assignments by contacting qualified substitutes.

Transportation: The Head Driver is authorized to fill temporary bus driving assignments with qualified substitute drivers.

Maintenance/Grounds: Unless a state of urgency exists, maintenance/grounds positions will not be filled by a substitute.

Custodial: The Facilities Manager is authorized to fill custodial absences by contacting qualified substitutes.

Office staff, para-educators, technicians/professionals and non-represented classified staff:

- These staff members must enter their **planned absence(s)** in AESOP and indicate when a substitute is needed. When entering a planned absence, the classified employee may assign a specific, qualified District substitute to fill that absence; or the substitutes can sign-up to fill an open assignment appearing in AESOP based on their availability and qualifications.
- When a classified substitute is needed to fill an **unforeseen absence**, the regular employee must call the school office as soon as possible to notify the Office Manager of the need for a sub. The Office Manager will immediately arrange for a substitute when notice is not received until the day of the absence. Employees cannot enter an absence in AESOP on the day of the absence.
- All classified substitutes shall **report to the school's office or department head** at the beginning of each assignment.
- All classified substitutes must **sign an AESOP Substitute Sign-In form** at the end of each subbing assignment to generate payment. Payments for all assignments signed off and submitted to Payroll by the 10th of each month will be paid on the last business day of that month. Assignments after the 10th of the month will be paid on the last business day of the following month. All payroll payments for employees and substitutes are made by direct deposit.

Classified substitutes shall be paid the appropriate **hourly rate shown in the First Year column of the current PSE Wage Schedule A** per the categories represented.