



Human Resources – Series 5000 Substitute Employment – 5415

The Superintendent or designee is authorized to establish procedures relating to the use of substitute employees.

The Superintendent or designee shall be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed, and compensated.

The Board authorizes the employment of a substitute in the absence of an employee. In addition, the District may use a substitute in place of a regular employee when enrollment uncertainties exist at the beginning of a school year or resignations or retirement of a regular employee do not allow sufficient time for the District to employ an immediate replacement.

Cross References:

Board Policy 5510: Conflicts of Interest
Board Policy 5605: Certification Revocation

Legal References:

RCW 43.43.830 Background checks – Access to children or vulnerable persons – Definitions
RCW 43.43.835 Background checks – Drug related conviction information
RCW 43.43.838 Record checks – Transcript of conviction record, disciplinary board decision, criminal charges, or civil adjudication – Finding of no evidence, identification document – Immunity – Rules
RCW 43.43.840 Notification of physical or sexual abuse or exploitation of child or vulnerable adult – Notification of employment termination because of crimes against persons
WAC 180-79A Certification for school personnel

Adopted: 03-26-2002