



## PERSONNEL

### Substitute Employment

#### **Certificated Substitutes**

1. The certificated substitute's name may be placed on the district's substitute list after the following requirements have been fulfilled:
  - a. An application form has been completed.
  - b. Must complete the orientation process through Human Resources.
  - c. An I-9 form has been completed and ID is attached.
  - d. The federal income tax form W-4 has been completed and filed.
  - e. Registration of current valid Washington State certificate.
  - f. Successful paper screening of file.
  - g. We have evidence that they have completed the required fingerprinting for the Washington State Patrol background check.
  - h. Evidence of completion of harassment, intimidation, and bullying prevention policy and procedures.
2. Arrangements for calling substitutes shall be handled by the Human Resources Department.
3. Substitutes shall be assigned to the levels and subject areas suited to their experience and training except in emergency situations.

#### **Classified Substitutes**

1. The classified substitute's name may be placed on the district's substitute list after the following requirements have been fulfilled:
  - a. An application form has been completed.
  - b. Must complete the orientation process through Human Resources.
  - c. An I-9 form has been completed and ID is attached.
  - d. The federal income tax form W-4 has been completed and filed.
  - e. Successful paper screening of file.
  - f. We have evidence that they have completed the required fingerprinting for the Washington State Patrol background check.
  - g. Evidence of completion of harassment, intimidation, and bullying prevention policy and procedures.
2. Arrangements for calling substitutes shall be handled by the Human Resources Department.

Updated: October, 2011