Policy No. 5612
Personnel

TEMPORARY ADMINISTRATORS

Persons appointed as temporary replacements to perform administrative tasks in emergency situations, during times of workload fluctuations or employee absences, or on special projects of short-term duration shall be considered temporary administrative employees. They shall be employed and assigned by action of the board and shall be compensated for services on the basis of salary rates within board approved budgetary allocations.

The appointment and service of a temporary administrative employee shall be based on principles of performance, ability and qualifications, as for any other employment action, with consideration for the urgency and other circumstances of the district's need and for the immediate availability of persons qualified to fill the need.

If a retired administrator is hired as a temporary administrator, he/she may work up to 1500 hours without affecting his/her retirement. After 867 hours of employment the district will begin making contributions to the state retirement system on behalf of the employee based on the total number of hours worked that year. On the recommendation of the superintendent that the district has or can reasonably anticipate that it will exhaust its list of qualified and available substitutes for administrative positions, the board shall adopt a resolution stating that the service of retired administrators is necessary to address the shortage of qualified and available substitutes. That resolution shall make retired administrators eligible for fifteen additional days of employment as substitutes without adversely affecting their retirement payments, if the district exhausts its list of qualified and available substitutes. The board's resolution shall be valid for the school year in which it is adopted only. A copy of the resolution and a list of the retired administrators employed as substitutes shall be forwarded to the Department of Retirement Services.

Legal References:	RCW 28A.400.300	Hiring and discharging employees
	RCW 41.32.570	Suspension of pension payments – Service as substitute teacher

Adoption Date: 8-26-02