

The Minidoka County Joint School District No. 331 Board of Trustees will pay certificated substitutes for services rendered as substitute teachers according to this policy.

1. All pay for substitute teachers shall be based on the time submitted through the School District's Substitute Software Program. The rate of pay will be calculated for certificated substitutes according to the educational degrees and the appropriate certification that is held on file by the district office. The compensation will be paid on a monthly basis as part of the district's regular scheduled payroll.
2. Regular School Day - Certificated substitute teachers will be paid for the regular school day at the school as assigned. The sub is expected to work those hours which constitutes a full working day. During the teacher's normal prep time the substitute should review lesson plans, grade papers, and help with the supervision of students as outlined by the Principal and or Teacher.
3. Regular Scheduled Half Day - A substitute hired for a half day can only be required to work for a maximum of 4.5 hours; any work beyond 4.5 constitutes a full day for those subs working that day.
4. A minimum full day is defined as one in which schools are released at 1:00 p.m. On a minimum full day substitutes will be released from their assignment at the discretion of the building principal.
5. Jury Duty - If a substitute teacher is hired to sub for a teacher that has been called to Jury Duty, the school will employ the sub for only a half and/or full day.



**LEGAL REFERENCE:**

**ADOPTED: October 12, 2004**

**AMENDED/REVISED: May 16, 2005; June 17, 2009; December 16, 2013; October 19, 2015; June 20, 2022**