

It is the policy of Minidoka County Joint School District No. 331 that there will be procedures that define provisions of employment of professional teachers. These guidelines are defined within this policy and will hereafter be known as Teachers' Provisions of Employment.

**Provisions:**

- The salary schedule is based upon equivalent to a maximum of 1520 hours (171 days) of service to the district and is considered to be a minimum schedule. The actual days of teaching will be delineated on the approved calendar.
2. The base salary for teaching duties is determined on the following basis:
    - a. Teachers must be certified in their field of employment.
    - b. Only credits earned after initial certification, based upon an official transcript(s) on file at the district office, earned at an institution of higher education accredited by the State Board of Education or a regional accrediting association, accepted for salary based apportionment by the Idaho State Department of Education, shall be allowed for advancement on the salary schedule.
    - c. Stipends for extra assignments or extra days may be determined annually by the Board of Trustees. Such stipends will be on a supplemental contract. Stipend assignments are annual with no assurances of continued work or compensation.
    - d. The Board of Trustees reserves the right to make adjustments in the assignment of teaching duties or extra assignments and to adjust salaries accordingly as indicated on the contract when it determines the change to be in the best interest of the district.
    - e. Teachers receiving their first contract of employment must submit official transcripts of all credit hours in education beyond their initial certification for advancement on the salary schedule.
    - f. The maximum experience a teacher may bring into the district for placement on the salary schedule are the actual years of teaching or administrative services in an accredited public school or in an accredited private or parochial school as approved by the Idaho State Department of Education for salary based apportionment purposes.
  3. All teachers must have a valid Idaho Education Credential, a health examination (when so requested by the district), an official transcript(s) of credits, proof of prior education experience and a fingerprint/background check on file in the central school office before September 15 of the current school year. A teacher not fulfilling this criterion by September 15 will receive substitute wages for any days worked. At the Board's discretion, employment may be terminated on September 26 if all certification requirements are not met by September 25.
  4. A teacher will be allowed one day for each month of service, or major portion thereof, plus any accumulated unused sick leave as provided in 33-1217, Idaho Code for sick leave without loss of pay during the term of the current contract. For absence in excess

of current plus any accumulated sick leave or for other absence not authorized by the district, the teacher shall forfeit a pro-rated share of the annual salary for each absent day as a liquidated damage and not as penalty.

5. In the event a teacher resigns, is suspended or removed for cause prior to the end of the school year, or fails to continue teaching the whole school term, the teacher will be paid a pro-rata share of the annual salary based on actual number of days served, as provided in 33-513 (5), Idaho Code.
6. All teachers are expected to perform assigned extra duties including such activities as before school supervision, noon recess, after school duty, bus loading, etc.
7. All teachers are required to attend all faculty meetings called by the District Superintendent and/or Building Principal.
8. College credits may be used for advancement on the salary schedule providing the credits were earned after initial certification and providing the State of Idaho approves the credits for salary apportionment purposes.
9. To the extent a teacher receives Workers' Compensation benefits under the Workers' Compensation Act of the State of Idaho; the teacher will follow the district policy on Workers' Compensation.



**LEGAL REFERENCE: Idaho Code 33-1201; 33-515A; 33-1217; 33-513(5); 33-1216**

**ADOPTED: October 18, 1994**

**AMENDED/REVISED: August 15, 2005; June 21, 2021**