

Lyon County School District Board Memo

Date: April 22, 2025

To: Board of School Trustees

From: BillieJo Hogan, Executive Director of Human Resources

Re: Revisions to LCSD Board Policy GDD: Substitute Teachers

Recommendation

That the Board of Trustees approve revisions to LCSD Board Policy GDD: Substitute Teachers as a second and final reading.

Background Information

After each Nevada legislative session, the staff at POOL/PACT (our public agency insurance pool and risk management/human resources support entity) provide school districts with recommended policy changes based on the recent laws that were passed. Updating the LCSD policies to reflect the recommended changes keeps us in good standing with the insurance pool and mitigates our risk and liability. Please note that POOL/PACT expects school districts to adapt their recommended changes to meet the specific needs of the district, so long as the adaptations are consistent with the new NRS and federal employment laws. Therefore, the recommended changes from district administration may not match word for word with POOL/PACT's recommended language.

Policy Overview:

The Lyon County School District Policy GDD: Substitute Teachers has minimal changes and offers clarification on substitute teacher compensation.

Substitute teachers will be compensated based on the duration of their assignment as follows:

- A substitute who works a full day will receive the full applicable daily rate.
- A substitute who works a half day or less will receive one-half of the applicable daily rate.
- A substitute who works more than a half day will receive the full applicable daily rate.
- If a substitute reports for an assignment but is no longer needed, they will receive compensation equivalent to one-half of the applicable daily rate.

This policy ensures clarity in substitute teacher compensation and aligns with district payroll procedures

Budget Considerations

None

Discussed at Previous Meeting

March 25, 2025

Attachment(s)

Policy GDD: Substitute Teachers