

Henderson County Schools

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September 20, 2021

To: Henderson County Board of Education

From: Bob Lawson, Superintendent

RE: Supplemental Pay Request

Please consider this request to amend the 2021-22 salary schedule to reflect Supplemental Pay for COVID-related duties. Employees who meet certain employment criteria would be paid \$500 two times per year.

Thank you for your consideration of this request.

Henderson County Schools: Addendum to Salary Schedule for 2021-2022 School Year

2021-2022 Supplemental Pay – COVID Related Duties: to prevent, prepare for, or respond to the COVID-19 pandemic - \$500 per semester

The first check will be issued the first week of December, 2021. To qualify for the first supplemental check, an employee must meet both of the following:

- Be a contract employee serving HCS students as of October 1, 2021
- Must be an active employee as of the date of the supplemental pay

For the second supplemental check, an employee must meet both of the following:

- Be a contract employee serving HCS students as of April 1, 2022
- Must be an active employee as of the date of the supplemental pay – anticipated to be the end of May

To receive the full amount, a classified employee's total contracted hours must be 4 hours or more per day. A classified employee with less than 4 contract hours per day will receive half of the supplemental pay amount.

To receive the full amount, a certified employee's total contracted days must be greater than 70% of the contract or 131 days. A certified employee with a contract of less than 131 days will receive half of the supplemental pay.

Employees on paid leave will be eligible for the supplemental pay. Employees on unpaid leave will not be eligible.

Substitutes:

To qualify for the first supplemental check, a substitute must meet the following criteria:

- Be an active substitute
- Work 70% of the number of instructional days in the academic calendar from August 11 through December 17, 2021. If days worked are less than 70% but greater than 50%, the substitute will receive half of the supplemental pay.

To qualify for the second supplemental check, a substitute must meet the following criteria:

- Be an active substitute
- Work 70% of the number of instructional days in the academic calendar from January 3, 2022 through the last instructional day. If days worked are less than 70% but greater than 50%, the substitute will receive half of the supplemental pay