

## **Supplemental Salary Procedures**

### **GOVERNING PARAMETERS**

All supplemental duty positions are for the current contract year only. Both the duty and the accompanying pay conclude at the end of the contract year. Supplemental duties are to be performed outside the regular work day.

Funds to support supplemental positions shall be allocated to school councils. Funds will be allocated based on the school's March 1 projected enrollment with adjustments made on Day 4.

Principals shall confer with the SBDM council regarding the assignment of staff. SBDM councils shall approve all positions as described in the "Best Practice Guide for Determining Supplemental Pay Rates."

District employment policies shall be followed in filling all supplemental positions. All supplemental positions must be assigned using the District's on-line supplemental duty assignment system.

Supplemental duty positions related to athletics shall follow Kentucky High School Association (KHSAA) by-laws and FCPS Middle and High School Athletic Guidelines.

Principals will write specific expectations for each supplemental duty. Each employee who has been assigned to a supplemental duty will receive from the Principal a written statement outlining the expectations for performance of the duty. Principals will conduct an evaluation of each supplemental duty position to determine the importance of the supplemental duty in helping the school to meet defined goals as determined by the SBDM council. These evaluations will be kept at the school level.

### **CERTIFIED STAFF**

Certified employees must be considered for supplemental positions before hiring classified employees or people not employed with FCPS.

No certified employee shall be given an additional planning period as a result of a supplemental duty assignment.

~~Employees receiving an administrative additive, including but not limited to Principals, Associate Principals and IAKSS administrators, shall not hold supplemental duty positions per Board Policy 03.121.~~

### **CLASSIFIED STAFF**

Classified hourly employees selected for a non-athletic supplemental duty will be paid at their regular (or overtime) hourly rate based on their regular position. Classified employees must be paid for actual hours worked. If the resulting cost exceeds the Board-approved cost for the assigned supplemental duty, the school will be responsible for the difference.

**Supplemental Salary Procedures****PAYMENT FOR SUPPLEMENTAL DUTIES**

Payments for all supplemental duties, (including athletics), regardless of the source of payment, shall be based on the Board-approved Supplemental Salary Schedule. No Principal, council or booster club may authorize or pay more for a position than has been approved by the Board. Deviation from the amounts listed in the Supplemental Salary Schedule and payment bands is not allowed.

All supplemental salaries must be paid through the District payroll. If funds other than the school's supplemental duty allocation are used to pay the supplemental duty, the cost of the fringe benefits must be added to the funds when remitting them to the District. The cost of the fringe benefits is adjusted annually for certified, classified and non-FCPS personnel. Funds must be received in the Budget and Staffing Office before supplemental duty positions will be processed for payment. The Budget and Staffing Office annually publishes the appropriate fringe benefits rate to use.

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