

SUPPLEMENT ASSIGNMENT GUIDELINES

The Board recognizes that academic and athletic extracurricular activities are an integral part of the total educational program. The Board also recognizes the need for adult supervision and guidance to provide these opportunities for Fulton County students. Therefore, the Board shall approve a method of equitable compensation for employees performing Board approved duties beyond those required in their primary positions.

Important Note: *Employees serving in a position as a Principal/Assistant Principal may not serve in a supplement assignment and/or coach an athletic team due to the administrative and supervisory responsibilities of these positions at the local school.*

DEFINITIONS

Supplemented Duty – Duties performed beyond those required in an employee’s primary position for which a salary supplement is paid. **Supplements are to be used in the support of students (tangible work performed) not to be used for rewarding, gifting, or incentivizing employees in any way.**

Supplement Earnings – The dollar amount paid annually to an employee for performing a supplemented duty. Supplement earnings are not entitled pay and **can be discontinued at any time at the discretion of principal and/or district leadership.**

Grade Level/Department - A minimum of four (4) teachers, in a grade or subject area, are required to qualify as a grade level/department and to qualify an employee for the grade level/department chair supplement. If there is less than 4.0 FTE, the principal may assign as 50% department chair.

Grade Level/Department Chair Base Pay –The minimum pay for a Grade Level/Department Chairperson’s supplement. FTE eligibility is based on budgeted cost center allocations only, minus 1.0, as the chair may not receive compensation for themselves.

High School Base - The HS base is **\$3,709** with an additional \$201 will be paid for each teacher over ten (10).

Elementary and Middle School Base - The ES/MS base is **\$2,013** with an additional \$201 will be paid for each teacher over four (4).

SUPPLEMENT ASSIGNMENT PERIOD/INCREMENTS

The maximum assignment period for a supplemented duty is one school year only. These duties shall be assigned by the school principal on an annual basis. The continuation of an assignment is based on the needs of the District. Service is purely voluntary. The employee or the District may end this assignment at any time. The “Georgia Fair Dismissal Law” (O.C.G.A. §20-2-940) does not apply to these duties. 7/1/2015 Page 7 of 7.

Supplements can be assigned in increments of **50%** and **100%** only. The work/duties associated with the supplement is to be in concert with the increment assignment. Do not assign an employee 50% of a supplement when you expect said employee to do 100% of the associate work/duties in an effort to save money.

ASSIGNMENT LIMITS/CONTROLS ON THE SUPPLEMENT SPREADSHEET

Whereas some supplements will allow multiple assignments on the Supplemented Duty Assignment form based on a reasonable need (i.e. Assistant Coach) others are limited to a maximum of one (1) and considered/intended to be a 1x1 assignment (i.e. Head Coach, Athletic Director, Textbook Inventory). The 1x1 assignment can be shared by two (2) individuals (50/50) as long as the total 1.00.

PAYMENT FOR SUPPLEMENTS

1. Employees assigned to supplemented duties will be paid the rated amount in effect when assuming the duties. Supplemented duties are NOT positions and are assigned/unassigned at the discretion of the District.

2. Employees performing supplemented duty assignments shall be paid semi-monthly. Payments shall be made beginning in September or when assigned the duty and paid in full by June of each contract/assignment period.
3. Principals may assign supplemented duties for no longer than one school year. Employees must be identified on the elementary, middle, and high school Supplemented Duty Assignment form. Employees serving for less than the full school year shall be compensated at the applicable daily rate of pay of the annual supplement amount.
4. Employees who do not serve the entire period of the supplemented activity shall have his/her pay reduced by the number of days missed. (See Supplemented Duty Activity Work Schedule).
5. Employees who fail to perform the supplemented duty but still receive payment shall reimburse the District in full for all monies received. The District shall determine the method of reimbursement.
6. The supplemented duty pay can only be used for the activities at the assigned rate designated on the Supplemented Duty Salary Schedule.
7. Payments for supplemented duties run from **September 30th – June 30st** of each school year (Grant funded are paid September 30 – May 31).

Important Note: *The District shall deduct reimbursements from the employee's remaining pay. And Principals are responsible and accountable for the timely reporting of employees who do not perform supplemented duties.*

MAXIMUM TOTAL AMOUNT PAID FOR SUPPLEMENTAL DUTIES

Principals shall not assign employees to multiple supplemented duties which generate annual supplement pay in excess of **\$13,578**, unless approved in writing by the appropriate instructional Area Superintendent. The Talent Department will not process such requests without written approval from the Area Superintendent.

EXTRA SUPPLEMENT OPTIONS

Extra Supplements are divided into the two (2) following categories. **These supplements are not duties that could be assigned to the regular duties of a position (*other duties as assigned*) or duties that are the component of another supplemented role, not general clerical/administrative tasks, and not employee supervision duties.** All extra supplemental options are valued/paid at the same amount and related tasks should align with the following:

(1). Extra Teaching & Learning (ETL) – Supplements beyond those already listed/provided that include student focused activities that directly support/enhance curriculum/instruction, offer students the opportunity to apply academic skills in a real-world context, and showcase student learning and/or enable the academic well-being of students.

(2). Extra Athletics (EA) – Supplements beyond those already listed/provided that include student focused activities that directly contribute to the athletic well-being of students. In essence, these activities provide a physical channel for reinforcing the lessons learned in the classroom and make for a well-rounded educational experience. **All club sports must be NON-GHSA sanctioned sports.**

All extra supplements listed will be preference with an (ETL) or (EA) - **For example: ETL – 9-12 Class Sponsor or EA – Club Sports.** The extra supplement listing is predicated on those that were used by many schools last year and meet the above definitions/standards. Still it may not be exhaustive. Included are open flexible options that allow a maximum of four (4) assignments for each of the above categories. The supplemental duty must be explained in the spreadsheet and meet the above definitions/standards. These open options are listed as (ETL – Open) and (EA – Open)

NON-EXEMPTED EMPLOYEES

Non-exempted employee should only be assigned supplemental duties that are **distinctly different** from their standard duties performed during the 40 hour work week. *For example: Paraprofessional assigned Assistant Coach (Yes) or*

Professional Assistant assigned Student Government Sponsor (Yes) or School Bookkeeper assigned Athletic Business Manager/Textbook Inventory (No)

PERIODIC AUDITING OF SUPPLEMENT ASSIGNMENTS/PROCESS

The Chief of Talent Office manages the supplement process and will periodically review assignments to ensure adherence to the guidelines, specifically the **Extra Teaching & Learning (ETL)** and **Extra Athletics (EA)** assignments. The Internal Audit Department will periodically audit the assignment of supplements at individual schools (who, why, eligible work) and the process as prescribed by policy. Audit findings will be reported to the Superintendent, Chief of Talent and (as needed) the Audit Committee of the Board.

Important Note: Proven misuse of a supplement on the part of the Principal and/or employees could result in disciplinary action including termination and a report to the Georgia Professional Standards Commission (GaPSC).

TITLE IX-GENDER EQUITY CONSIDERATIONS (HIGH SCHOOLS)

Principals need to be aware of all Title IX (Gender Equity) procedures when assigning athletic supplements. Unless a team is not offered because of a lack of participation numbers, it is the expectation that a **head coaching supplement** is offered for both male and female teams (i.e. boys basketball and girls basketball). Some sports may be gender specific or only one team is offered according to the guidelines established by the GHSA (i.e. softball, baseball, gymnastics, cheerleading, volleyball, and wrestling). **Swimming** is an exception because the two teams practice and compete at the same time and only one head coach is necessary to serve the school. **Assistant coaching positions** may vary in number based off of the need (i.e. number of teams (9th, JV, V) and the number of participants on the team. The number of assistant coaching positions may vary from male to female based off of the need. If you have any Title IX concerns, please contact the FCS district athletic director.

SUPPLEMENT ASSIGNMENT APPROVAL

All supplement assignments must be entered on the Supplemented Duty Assignment form that is released in September of each school year. **The Principal is ultimately responsible for assigning/not assigning supplemental duties and is to provide the employee notice when he/she has been assigned or not assigned a supplemental duty.** Assigning this responsibility to a bookkeeper or clerical personnel does not relieve the principal of said responsibility.

Supplements are discontinued when an employee goes on long-term leave (LTL) and when an employee has separated from the district. After September 30th of each year, the principal should monitor for such and alert the Talent Office to discontinue the assignment when an LTL or separated employee appears in the school's Supplemented Duty Assignment form.

Depending on the circumstance, a school's supplemental assignments may be directed to the Area Superintendent and or AED for approval. The Superintendent or his designee maintains the discretion to discontinue the allocation of a supplement or the assignment of a supplement as such is deemed necessary.