

**EDYTHE J. HAYES MIDDLE SCHOOL**

FIRST READING: JANUARY 19, 2006  
SECOND READING: MARCH 20, 2006  
APPROVED ON: MARCH 20, 2006  
REVISED: OCTOBER 22, 2013  
REVIEWED ON: DECEMBER 2, 2014  
REVIEWED ON: OCTOBER 25, 2016  
REVIEWED ON : NOVEMBER 1, 2017  
REVIEWED ON: OCTOBER 23, 2018  
REVIEWED ON: OCTOBER 22, 2019  
REVIEWED ON: OCTOBER 20, 2020

REVIEWED ON: OCTOBER 26, 2021  
REVIEWED ON: OCTOBER 25, 2022  
REVIEWED ON: OCTOBER 30, 2023

**SUPPLEMENTAL DUTY HIRING POLICY**

**POLICY**

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All supplemental duties will be open for applications on April 1 of each school year, and will close on May 1 of each school year.

The application process will be completed electronically. The supplemental positions will be made available electronically to staff by April 1.

Staff must reapply for supplemental duties each school year, per Fayette County Public Schools policy. Pursuant to Fayette County Public School Policy 09.311 and KHSAA By-Law 27, concerning hiring of supplemental duty positions, preference must be given in the hiring process to certified person over a non-certified person. Once the application deadline has closed, the principal or designee may conduct interviews for all supplemental duties. The principal or designee may solicit applicants.

Persons selected for supplemental duties will be notified in writing by July 15. E-mail will suffice for the written notification.

The application process may be waived at SBDM discretion if a vacancy occurs during the summer or the school year.