

SUPPLEMENTAL ASSIGNMENTS FOR PERSONNEL

SUPPLEMENTAL CONTRACTS/ASSIGNMENTS

The Board and/or Superintendent may assign and/or hire employees to perform substantial, additional, and supplemental services, separate and apart from the employees' regular employment contract. Such duties may include, but are not limited to, the management, operation, and/or supervision of extracurricular activities, such as band, athletics, academic teams, etc. The qualifications for such duties do not include a teaching certificate. By way of example, supplemental positions include, but are not limited to, football coach, band instructor, assistant basketball coach, student-activity sponsor, and temporary worker.

The Board and the employees assigned and/or hired for supplemental duties shall enter into contracts for compensation in addition to that received in connection with any regular employment contract (including but not limited to, for example, teaching), and such additional or supplemental duties shall not be incorporated into the regular employment contract. Unless otherwise specified by the Board upon the Superintendent's recommendation, such additional compensation shall be in accordance with the supplement pay schedules, and the same are subject to change from year to year.

In order for head coaches and/or fine arts program directors to be approved, a supplemental assignment/contract must be recommended by the Superintendent and adopted by the Board of Education. Unless a supplemental assignment/contract recommended and adopted after the effective date of this policy be expressly made for a limited duration, a head coach or fine arts program directors supplemental assignment/contract shall continue in effect indefinitely until (i) the employee resigns or otherwise discontinues the assignment/contract, or (ii) the Board, upon the Superintendent's recommendation, terminates or otherwise discontinues the supplemental assignment/contract.

In order for all other employees (i.e. – assistant coaches or assistant fine arts program specialist) to be approved for supplemental duties, the head coach and/or fine arts program director must recommend in writing to the Principal and/or Athletic Director and be approved by the Superintendent. Only Board approved supplements may be assigned. The Superintendent will notify the Board of the contracted and/or assigned employees placement on the approved supplement schedule at the first available regular meeting following the placement.

An employee shall not obtain any vested rights with respect to the continuance of any contract for additional duties as discussed herein, or for any supplement pay related thereto. An employee has no expectation or right that such supplement pay or additional duties will be offered to the employee for any succeeding semester, season, and/or year.

An employee's supplemental duties are terminable at will, in that they may be removed or suspended at any time by the Board upon the Superintendent's recommendation, and there is no requirement that notice of such removal or suspension be issued or received on or before the last day of the school year. Neither tenure nor non-probationary status may be attained in supplemental assignments/contracts.

PAY SCHEDULES

The superintendent or designee will develop supplement pay schedules. The supplement pay schedules may be presented to the Board for review and approval. The pay schedules shall be in effect until modified by the Board upon the Superintendent's recommendation. When system-wide changes occur in the general salary schedules (for example, changes that may relate to compensation for teaching assignments), supplements will not be affected.

PAY PERIOD

Unless otherwise designated by the Superintendent, supplements will be paid in installments throughout the year as an addition to the employees' monthly payroll check (although the same is separate from the regular compensation). Sick leave is not earned for supplemental positions.

However, supplemental pay is earned (i) with respect to athletic supplements, during the season as designated by the Alabama High School Athletic Association's Handbook or as otherwise designated by the Superintendent; or (ii) with respect to other supplements, during the period that the assignment requires performance of the supplemental duties by the employee, as designated by the Superintendent. This period is referred to in this policy as the "Earning Period."

FINAL PAY OFF

PRIOR TO COMPLETING CONTRACT - An employee who for any reason does not complete his/her Earning Period shall refund the amount of the supplement received but not yet earned. The amount due to the School System may be deducted from the employee's payroll check.

The amount may be deducted in the employee's final payroll check, or if the employee is still employed by the School System the amount may be deducted over the remaining employee's contract period.

AFTER COMPLETING CONTRACT - An employee who leaves the School System after completing his/her Earning Period shall receive all remaining supplemental remuneration along with the employee's final regular pay unless specified by contract.

OTHER

All employees who do not plan to be in supplemental service during the subsequent school year should give written notice to the Superintendent as soon as possible so the best replacement can be found.

This policy shall not apply to contracts with persons who are not otherwise employees of the school system.

VALIDATION OF SUPPLEMENTAL CONTRACTS

Each person identified by the school system's pay records as being compensated at the time of the adoption of this policy with respect to supplemental assignments/contracts shall be deemed as having effective and viable supplemental assignments/contracts at the time of the adoption of this policy and subject to the terms of this policy, and the existence of such supplemental assignments/contracts with such persons is hereby validated.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: June 27, 1996; REVISED: July 15, 2010; REVISED: July 21, 2011; REVISED: September 18, 2014

LEGAL REFERENCE: Ala. Code § 16-11-9 (1975); Ala. Act No. 2011-270 (Students First Act of 2011).