

SUBMITTING SUPPLEMENTAL PAY to CURRICULUM & INSTRUCTION

Principals, Assistant Principals, Dean of Students, or Instructional Coaches may submit a request for supplemental pay to the Director of Curriculum & Instruction when activities have been prior approved.

The Director will provide a spreadsheet template to provide the necessary information, including the educators' first and last name, school, date, hours, and a description of the work provided.

The rate of pay will be entered by the C&I team in compliance with the negotiated agreement. The budget code will be entered to align with the C&I team budget.

Per the negotiated agreement, educators cannot be paid for time to prepare for a presentation. The rate of pay received is in addition to their daily salary, and therefore is meant to be a compensation for the presentation work. Therefore, the hours indicated may not exceed the time available.

Presentation groups, in general, should be at least 10 educators when considering compensation. Smaller groups are considered more collaborative, possibly necessitating a facilitator role and not requiring compensation.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.