

### **Licensed Staff Supplementary Pay Plans**

Extra-curricular activities are an important part of the educational experiences offered to our students. Music, athletics, publications, etc., are activities which have a significant and positive impact on the development of children and young adults.

Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment (*See Policy GCM - Professional Staff Work Load*). However, teachers who are regularly assigned to duties which require extra time or responsibilities over and above their basic contractual obligations, shall receive extra compensation in accordance with the Supplementary Pay Plan (*see Exhibit GCBC-E1*).

#### **REGULATIONS:**

1. The District shall reserve the right to make supplementary pay assignments. If funds are available to allow for non-assigned supplemental pay positions, such funds will be distributed among all schools according to a formula determined by the Negotiating Team.
2. Whenever possible, supplementary pay assignments will be assigned to the district's licensed staff members. However, arrangements may be made to unlicensed persons whose qualifications and experience would clearly benefit the extra-curricular or co-curricular program.
3. Payment for supplementary pay contracts will be made in one lump sum payment at the conclusion of the supplementary pay assignment. An exception to this regulation will be payment for a responsibility that requires a full school year or most of a school year, such as drama. In these cases, if a person has completed a portion of his/her responsibilities at by January 15<sup>th</sup>, (s)he will be eligible to be paid for that portion of the total compensation. In no case should payment be made prior to services having been rendered.

Payment for supplementary pay contracts will only be processed by the Office of Human Resource Services upon the following items being received upon completion of the assignment.

- Change of Status Notice
  - Performance Evaluation
  - A reasonable Assurance Questionnaire
4. Principals will authorize the Human Resource Services Office to make payment only when all records and inventories have been completed to their satisfaction.
  5. Teachers who supervise more than 3.0 of a Full-time Support Staff Equivalent Employee qualify for an annual \$500 stipend if the following provisions are met.
    - The teacher serves in the capacity of "primary evaluator" of the support employee.

- As such, the teacher must sign the support employee's appraisal form.
  - The supervisor – supervisee relationship with this employee is such that the employee under supervision knows and identifies his/her supervisor as the “primary evaluator”.
  - The employees supervised can be full-time or part-time.
  - Any fraction of a Full-time Equivalent Employee over 4.0 qualifies the teacher for the stipend. It is not necessary to supervise 5 employees.
  - The supervising teacher carries his/her part of the responsibility to recruit, select, appraise and discipline the employee.
6. The teacher's supervisor initiates the Change of Status form for payment of the supplementary pay at the conclusion of their assignment. The change of status form must be received in the Office of Human Resource Services accompanied by a coaching evaluation by the 1<sup>st</sup> of the month in order for payment to be made on the 20<sup>th</sup> of the same month.
7. All newly hired coaches and sponsors must attend a new employee orientation prior to beginning work and will be compensated on the monthly payroll.

LEGAL REF.: C.R.S. 22-63-2069 (3)

CROSS REF.: JJIB/JJIC, Interscholastic Sports/Standards for Participation