

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT**

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Superintendent Of Schools**

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December 17, 2012

TO: Principals
Department Heads

FROM: Robert W. Runcie

SUBJECT: **SUPPLEMENTAL POSITIONS**

In accordance with SBBC Policy 6210, recommendations for supplemental positions should be presented to the School Board for approval prior to the date the supplemental position begins. To that end, the District is instituting a new process to ensure that departments and schools are following the appropriate procedures for recommending supplemental positions.

Effective January 7, 2013, all supplements must be entered into SAP prior to the start of the supplemental assignment. Supplements will not be paid retroactively. The staffing departments will monitor the supplements and revise the effective dates as needed. Locations will be notified if the date has been adjusted or removed.

Any exceptions to the procedures will require the department head/principal to submit a letter of rationale to the Chief Human Resources Officer. The letter will be reviewed with the appropriate Senior Leader and the Superintendent of Schools for approval.

Please refer to the timeline below for entering supplemental positions.

Supplement/Athletic Season Begins*	Supplement Entered and approved by Principal	Supplement Presented to Board
Summer (July)	Last week of June or when directed by ERP/BRITE	July/August
Fall (September – November)	2nd week of August	August/September
Winter (October – February)	2 nd week of September	September/October
Spring (Jan – June)	2 nd week of December	January
If recommending a new athletic coach for camps and training, prior to the official season beginning, enter the supplement upon hiring. This will allow the coach to participate in the pre-season conditioning.		

Additionally, enclosed are the Supplement Guidelines to assist you with the process. I appreciate your cooperation in adhering to the guidelines and policy. If you have any questions, please contact Ms. Susan Rockelman, Director, Instructional Staffing, at 754-321-2324.

RWR/GMD/SR:dp
Attachment

c: Senior Leadership Team
Chief Service Quality Officer
Directors, School Performance and Accountability

Supplement Guidelines

GENERAL:

The purpose of this document is to establish guidelines and procedures for the various types of supplements based on Collective Bargaining Agreements, job titles, certifications, etc. Please refer to the specific Collective Bargaining Agreement (CBA) for rules and requirements regarding supplements. The work instructions for processing supplements can be found on the ERP website:

http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/work_instructions/partnerhr.asp.

A **Supplement** is a recurring amount paid to an employee per pay period for a specified range of pay periods. Payment amounts may range from 1 to 20 payments based on the payment model attached to the wage type and the start date of the supplement. Broward County Public Schools has identified specific wage types as supplements. Please refer to the Supplement listing document for those wage types that are considered supplements. Supplements are stored in SAP on infotype 0014.

A **One-time Payment** is a lump-sum payment made to an employee for one pay period. Broward County Public Schools has identified specific wage types (i.e. workshop, ticket taker, etc.) as one-time payments. Please refer to the One-time Payment Guidelines and the Athletic Event reference documents for those wage types that are considered one-time payments. One-time payments are stored in SAP on infotype 0015.

A. PROCEDURES

1. **Advertise:** All supplemental positions will be first advertised within the location. If the position is not filled from within, the location submits a Declaration of Vacancy (DOV) requesting to have the supplemental position posted on the Instructional Vacancy List. When assigning supplemental duties, preference shall be given to applicants within the District. In accordance with The Public Records Law, a school/department must retain a record of the advertisement, resumes submitted and selection criteria for four (4) years.
2. **Supplemental Listing:** A listing of all the available supplements is available at http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/partnerreference_schedules.asp. The listing identifies employee groups that are eligible to receive the supplement and the amount to be entered when creating the supplement.
 - a. Instr = Instructional employees
 - b. Clerical = Clerical and COPA employees
 - c. ESP = Education Support Professionals
 - d. Others = Bargaining units not specifically listed
3. **Qualifications:** Candidates must meet the requirements specified in the job description, if one exists. Job descriptions for supplements are available at <http://www.broward.k12.fl.us/Compensation/JDPDF/jdsearch2.asp>. If candidates' qualifications are essentially equal, preference in making appointments to supplemental positions shall be given to employees within the District. All supplemental positions shall be vacated annually.

Supplement Guidelines

4. **Start Date:** Effective January 7, 2013, the supplement start date will be the date it is entered into SAP, or a future date may be used. For new hires, the date recommended for employment may be used.

If recommending a new athletic coach for camps and training, prior to the official season beginning, enter the supplement upon hiring. This will allow the coach to participate in the pre-season conditioning. If hiring a coach prior to the new school year, use 7/1/20YY as the effective date. (i.e. Football coach being hired for the new school year (2013-2014), but will need to participate in spring training.) These supplements will be reviewed and maintained for the new school year. The wage type will be updated to reflect the appropriate pay dates.

Any exceptions to the procedures will require the department head/principal to submit a letter of rationale to the Chief Human Resources Officer. The letter will be reviewed with the appropriate Senior Leader and the Superintendent of Schools for approval.

A letter of rationale must include the following:

- Supplement name and wage type
 - Effective dates for the supplement
 - Name and personnel number of employee receiving the supplement
 - Location name and number requesting payment
 - Reason why the supplement was not entered in a timely manner prior to the effective date
 - Approval by the location's Senior Leadership Team Member (i.e. Chief School Performance and Accountability Officer).
5. **End Date:** When entering a supplement, the end date of the activity should be used with the exception of the supplements listed below. The supplements listed below should be entered with an end date of 12/31/9999 or as noted.
- Supplements will be delimited at the end of each school year; however, the supplements listed below will be "rolled-over" and continued. Supplements for instructional employees involuntarily transferred who hold these positions will automatically be delimited. Supplements for employees placed on layoff will also be delimited.

List of Supplements Approved to Continue Each Year – with approval of supervisor. If a location needs to discontinue any of the supplements listed below, the location must submit a Delimit Supplement iForm.

- Band Director (High and Middle) (8L54)
- ESE District and Area Monitor Specialist (8M40)
- ESE Specialist (8M42)
- Family Counselor (8M43)
- Guidance Director (High – 8E00 and Middle 8E01)

Supplement Guidelines

- National Board Professional Teaching Standard (8M65): use validity date of certificate.
- Orchestra Director (8L55)
- Psychologist (8E15)
- ROTC (8M73)
- Security Campus Monitor Coverage (8M68)
- Security Specialist (8P96)
- SLP National Clinical Certification (8M45): use validity date of certificate.
- Speech Language (8M44)
- Visiting Teacher/Social Worker (8E30)
- Visually Impaired Teacher (Itinerant) (8M41)
- Vocal Director (Middle & High) (8L53 & 8L56)

6. **Number of Supplements per Employee:** SBBC Policy 6210 states - *“School employees shall be limited to two (2) supplements performed during the school day and additional supplements would require a waiver.”* If an employee receives three or more supplements for duties performed **during the school day**, the Waiver Request for More than Two Supplemental Assignments must be completed and signed by the Chief School Performance and Accountability Officer or Senior Leadership Member prior to assigning the duties to the employee. The form is located at:

<http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/coursedocs/SupplementsWaivReqMoreThanTwoAssign0912.pdf>

There may be circumstances when the location does not have enough employees who volunteer for a supplemental position and an employee is assigned two similar supplements. In this situation, a location must use the second supplement with the same title. For example, an employee may be the Club Sponsor for Math Club and Chess Club. In this scenario, you would use Club Sponsor 1 and Club Sponsor 2.

NOTE: Supplements that are job-specific (see section below – Academic - Job Specific, i.e., ESE Specialist, School Social Worker, Speech-Language Pathologist, etc.) or performed after school (i.e. athletic coaches) do not count towards the limit of two (2) supplements performed during the school day.

7. Supplements may be shared by employees provided the amount of time required to perform the duties is divided proportionately. Enter the correct amount the employee is to receive when you create the supplement.
8. An employee cannot receive compensation for two supplemental positions for the same hours of work or performed at the same time (i.e., it is not permissible to compensate someone as Athletic Director and a football coach). In these situations, it is important to use the start and end date of the season.

Supplement Guidelines

9. The majority of supplements paid to Broward County Public Schools employees are outlined in the BTU Collective Bargaining Agreement, Appendix F – Supplementary Pay Schedule; however, other Collective Bargaining Unit agreements, such as FOPE-clerical and BTU-Educational Support Personnel, also cite specific supplements allowed for their specific groups.
10. **Funding:** The location identifies on their approved budget the amount of funding to allocate for supplements (5801000000000000). Certain supplements (identified on the Supplement Listing) are charged to the District coding. When creating these supplements, use funding: 5801723500000000.

B. TIMELINE FOR SUPPLEMENT SUBMISSION AND BOARD APPROVAL

In accordance with SBBC Policy 6210, Recommendations for supplemental positions **should** be presented to the Board for approval prior to the date the supplemental position begins. Supplements must be entered into SAP on or before the start date of the supplement. Listed below are approximate dates when locations should enter supplements. Remember to begin the supplements using a date in the fiscal year (July 1, 20YY – June 30, 20YY) unless otherwise noted (i.e. Athletic Calendar). Any changes to the supplemental assignments must be entered immediately upon selection.

<i>Supplement/Athletic Season Begins*</i>	<i>Supplement Entered and approved by Principal</i>	<i>Supplement Presented to Board</i>
Summer (July)	Last week of June or when directed by ERP/BRITE	July/August
Fall (September – November)	2nd week of August	August/September
Winter (October – February)	2 nd week of September	September/October
Spring (Jan – June)	2 nd week of December	January
*If recommending a new athletic coach for camps and training, prior to the official season beginning, enter the supplement upon hiring. This will allow the coach to participate in the pre-season conditioning.		

C. TYPES OF SUPPLEMENTS

Broward County Public Schools divides supplements into four (4) categories: athletic, academic, academic-job specific, and nonspecific. The same supplement may fall into more than one category; however, locations must use the supplement that is assigned for the employee’s bargaining group. (i.e., Club Sponsor is an academic supplement for instructional employees but a non-specific supplement for other groups of employees.) The following are the types and specific requirements for each category:

1. **Athletics** - Various sports and Athletic Director. These supplements are identified in the BTU Collective Bargaining Agreement, Appendix F. They may be offered to

Supplement Guidelines

- employees in other bargaining units, as long as the supplement does not interfere with their primary job/hours.
- a. Athletic supplements consist of three seasons: fall, winter and spring. The amounts are outlined in the BTU Collective Bargaining Agreement, Appendix F.
 - b. Payments
 1. High school coaches receive two (2) payments per sport per season. Cheerleading and Drill team run for two seasons, and these coaches will receive four (4) payments.
 2. Middle school coaches receive one (1) payment per sport.
 3. Athletic Directors and Assistant Directors receive twenty (20) payments.
 4. When creating the supplement, the location enters the amount that will be paid each payment. The amounts are listed on the Supplement Listing.
 5. The Athletic Calendar indicates the dates of the sport and the payment dates. The supplement must have a start date prior to the “Pay From Date” in order for the coach to receive full payment. The payment dates are determined by the wage type assigned to the supplement..
 - c. High school coaches must hold a valid Florida Educator’s certificate and obtain a CPR license to earn their professional certificate. (It is recommended that every coach maintain a valid CPR license.) A coach who is not an instructional employee must be eligible for a Florida Athletic Coaching certificate.
 1. Coaches who are not a current Broward County **instructional employee** must be approved by Instructional Staffing. The location must submit a DOV and a preclearance recommending the coach.
 2. The candidate will be scheduled for a clearance appointment after the posting has expired.
 3. The candidate **MUST** be approved by Instructional Staffing and have an authorization date prior to beginning. Athletic Coaches who work prior to being approved will **NOT** be paid.
 - d. Athletic Directors must relinquish their supplement during the season if they wish to receive a supplement for coaching (Policy 6210, #2).
2. **Academic** - These supplements are specifically named in the various Collective Bargaining Agreements (CBA) (Instructional, Clerical, Education Support Professional and Campus/Security Monitors) and indicate the specified amount to be paid. The annual amounts are set and may not be changed.
 - These supplements must be entered into SAP by the first week of school if the person has been selected.
 - SAP pays in 20 equal payments.

Supplement Guidelines

- Job Descriptions for some of these supplements are available on the District job description database:
<http://www.broward.k12.fl.us/Compensation/JDPDF/jdsearch2.asp>
- a. **Department Chairperson or Team Leader:**
 1. The department chairperson supplement is based on the number of staff members at a location (including the dept chair/team leader) as of October 1st. If the number of staff members increases, the supplement can be adjusted (see work instructions – Supplement Correction). If the number of staff drastically decreases, contact Payroll for instructions, as the adjustment may result in an overpayment.
 2. Payment: \$156.00 per employee with a minimum of \$717.00 (4 employees). The staff member breakdown/amounts identified on the Supplement Listing are there to assist with the calculation. The formula to calculate the amount per pay period is: $\$156 * \text{number of employees}/20$.
 3. Supplement to use at each level:
 - i. High School: Chairperson supplements are identified by subject. If the subject is not listed, select Chairperson/High School (WT-8H50).
 - ii. Middle School: Chairperson/team leader supplements are identified by subject. If the subject is not listed, select Chairperson/Middle School (WT-8H49).
 - iii. Elementary: For the grade level chairperson/team leader, select Chairperson/Team Leader (WT-8H31)
- b. **Chairperson/Textbook** (WT-8K86) - This supplement must be offered to an instructional employee first. If no one volunteers, it can be offered to a Clerical or ESP non-instructional employee. The rate of pay will be based on that employee's Collective Bargaining Agreement and number of students – see the Supplemental Listing.
- c. **Academic Games Supplements** (WT-8N81 – 8N97)- These supplements may only be assigned to an instructional employee and require approval from the Student Activities Department. Locations receive a memo from Student Activities indicating the number of supplements that will be funded. When creating these supplements, enter organizational unit 69535000 on the iForm. (Additional information is available in the HRAP work instructions).
- d. **Club Sponsor** (WT-8L63, 8P16 & 8P17) - This supplement is for employees who sponsor an organized club at a school (i.e. Chess Club, Math Club). The *Academic Club Sponsor Supplement* is for an instructional employee. A *Non-specific Club Sponsor Supplement* is available for other employees. This

Supplement Guidelines

supplement is to be offered to an instructional member prior to being offered to other bargaining unit members.

- e. **Inservice Facilitator Supplement** (WT-8M15) - The District Inservice Facilitator supplement may only be assigned to a member of the professional development team. The employee must participate in coordinating and delivering the professional development curriculum. The supplement is paid based on the following:

<i>Wage Type</i>	<i>No of Employees</i>	<i>Annual Amt</i>
8M15	0 – 50 Units	\$521
	50 +	\$521 plus 7.17 per unit up to a maximum of \$1043

3. **ACADEMIC - JOB SPECIFIC**

Select collective bargaining agreements provide supplemental pay based on an employee's job title or certification. In order to receive the supplement based on job title, the duties must be in excess of regular teaching load/duty hours and be recommended by the principal/supervisor. These supplements do not count towards the total number of supplements an employee may hold as stated in SBBC Policy 6210. If an employee is transferred or reassigned out of the job class title that entitled him/her to the supplement, the supplement should be delimited effective the day of the transfer or reassignment. Supplements for instructional employees who are involuntarily transferred will automatically be delimited.

Employees will receive the annual amount divided into 20 equal pay amounts specified in the Instructional BTU Collective Bargaining Agreement, Appendix F.

Listed below are the Job Specific Supplements and the job classes eligible to receive the supplement.

NOTE: Beginning July 2014, employees **MUST** be assigned to the appropriate job class to receive the associated supplement. These supplements will be monitored. If the supplement is not attached to the appropriate job class, it will be removed. The supplement will continue each school year. If the employee changes positions or the supervisor determines that the duties are no longer in excess of the employee's regular job load, the location is to submit a Delimit Supplement iForm to have the supplement removed.

- a. **Band Director (High and Middle)** (WT-8L54): Designated Band Director.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
12900298	900298	TEACHER-MUSIC BAND DIRECTOR HIGH
12900292	900292	TEACHER-MUSIC BAND MIDDLE

- b. **Behaviorally Complex Students Incentive** (WT-3BEH) – Educational Support Professionals who are assigned to monitor behaviorally complex students in

Supplement Guidelines

Emotional Behavioral Disability (E/BD) cluster classrooms shall receive a supplement in the amount of \$1,500 annually.

Eligible educational support professionals shall receive only one (1) of the following incentives: (ESP Collective Bargaining Agreement, Article 17, Section Q)

- Special Education Centers
- Medical Procedures
- Behaviorally Complex Students

*NOTE: Medical Procedures supplement is entered and monitored by the IDEA grant administrator based on specific criteria. **Do not enter this supplement.** Coordinate with the grant administrator.*

- c. **ESE District and Area Monitor Specialist (WT-8M40)** - Instructional employees assigned to the ESE department in the following job classes shall be eligible if providing services in excess of regular duty hours and recommended by administrator.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13970131	970131	ASSISTIVE TECHNOLOGY PROGRAM SPECIALIST
13970134	970134	BEHAVIOR PROGRAM SPECIALIST
13970124	970124	ESE PROGRAM SPECIALIST
13970135	970135	PRE-K EVALUATION PROGRAM SPECIALIST
13980897	980897	SPECIALIST, CHILD FIND
13970125	970125	SPEECH/LANGUAGE PROGRAM SPECIALIST
13970126	970126	TEACHER-PROGRAM MONITOR (INSER/CUR)

- d. **ESE Special Education Center Incentive (WT-8E10)** - Education Support Professionals employed at the following locations shall receive an annual amount of \$300:

Bright Horizons	Lanier James	Whiddon Rogers
Cross Creek	Pine Ridge	Whispering Pines
Cypress Run	Seagull Center	Wingate Oaks
Dave Thomas	Sunset School	
Hallandale Adult	The Quest	

- e. **Exceptional Student Education (ESE) Specialist (WT-8M42)** – ESE Specialists (including those in reduced positions) shall be eligible.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13970140	970140	TEACHER-ESE SPECIALIST
12903000	903000	TEACHER-ESE SPECIALIST & CLASSROOM TCHR
13903006	903006	TEACHER-ESE SPECIALIST & ESE TEACHER

Supplement Guidelines

f. **Family Counselor (WT-8M43)**

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13300381	300381	FAMILY COUNSELOR
13300380	300380	FAMILY COUNSELOR-ESE

g. **Guidance Director Middle (WT-8E01) and Guidance Director High (WT-8E00) –**

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13300388	300388	GUIDANCE DIRECTOR MIDDLE
13300389	300389	GUIDANCE DIRECTOR HIGH

h. **Media Center Coordinator (WT-8L65) –** A Media Specialist directing one or more employees.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13600702	600702	MEDIA SPECIALIST-MIDDLE
13600703	600703	MEDIA SPECIALIST-HIGH
13600701	600701	MEDIA SPECIALIST-ELEMENTARY
12903002	903002	TEACHER-MEDIA SPECIALIST & ELEMENTARY ED
13600904	600701	MEDIA SPECIALIST-CENTER
13600704	600704	MEDIA SPECIALIST-TECHNICAL

i. **Media Center Director (WT-8L64) –** An instructional employee(s) can be designated to receive the Media Center Director supplement if directing two or more bargaining unit employees.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13600702	600702	MEDIA SPECIALIST-MIDDLE
13600703	600703	MEDIA SPECIALIST-HIGH

j. **Music Assistant (WT-8K32) –** An instructional employee(s) can be designated as the assistant to the Music Director. The employee shall be eligible if providing services in excess of regular duty hours and is recommended by an administrator.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
12900238	900238	TEACHER-MUSIC GENERAL HIGH
12900262	900262	TEACHER-MUSIC GENERAL MIDDLE

k. **National Board Certified Teachers (NBCT) (WT-8M65) –** Broward County teachers who are certified through the National Board for Professional Teaching Standards and are classified as instructional personnel are eligible for the District supplement. The Office of Talent Development monitors this program and will notify the locations of those instructional staff eligible for this supplement. The salary supplement is \$2,438 or 5% of the employee's base salary (**excluding entitlements/supplements**), whichever is greater, for the life of the certification,

Supplement Guidelines

ten (10) years. The end-date for this supplement should be the same date that the certification expires.

- l. **Orchestra Director (High and Middle)** (WT-8L54): Designated orchestra director.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
12900296	900296	TEACHER-MUSIC ORCHESTRA HIGH
12900293	900293	TEACHER-MUSIC ORCHESTRA MIDDLE

- m. **Psychologist** (WT-8E15) shall be eligible if providing services in excess of regular duty hours and is recommended by an administrator.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13730811	730811	SCHOOL PSYCHOLOGIST

- n. **ROTC** (WT-8M73): The ROTC Officer receives the ROTC Instructor in Charge, and the non-officer receives the Instruction in Charge of Equipment.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
12900870	900870	ROTC INSTR-CERTIFIED

- o. **Security Campus Monitor Coverage** (WT-8M68): A Campus Monitor can be designated if he/she has completed the designated training and acts as the backup to the Security Specialist.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
16480910	480910	CAMPUS MONITOR

- p. **Security Specialist** (WT-8P96): A Security Specialist may be designated if he/she is coordinating the on-site security responsibilities.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
16480600	480600	SECURITY SPECIALIST

- q. **Speech/Language Pathologist (SLP)** (WT-8M44) – Employees holding the job title Speech/Language Pathologist (SLP) who are certified as SLP shall be eligible.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13900572	900572	SPEECH LANGUAGE PATHOLOGIST

- r. **Speech/Language Pathologist (National Clinical Certification)** (WT-8M45) – Instructional employee must be a Speech Language Pathologist (Job ID/class 13900572/900572) and hold a National Clinical certification **NOTE:** This supplement is created for the validity of the certificate with a 01/01/XXXX – 12/31/XXXX (calendar year instead of fiscal year.) The certificates are valid for

Supplement Guidelines

one calendar year. Each year, employees shall submit appropriate documentation to Personnel Records to maintain the supplement.

- s. **Visiting Teacher/School Social Worker** (WT-8E30) – Employees who hold the job title of School Social Worker shall be eligible if providing services in excess of regular duty hours and is recommended by an administrator.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
13960120	960120	SCHOOL SOCIAL WORKER

- t. **Visually Impaired Teacher** (WT8M41)

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
12900226	900226	TEACHER-ESE VISUALLY IMPAIRED

- u. **Vocal Director (High and Middle)** (WT-8L54): Designated Vocal/Chorus Director.

<i>Job ID #</i>	<i>Job Class</i>	<i>Description</i>
12900297	900297	TEACHER-MUSIC VOCAL HIGH
12900294	900294	TEACHER-MUSIC VOCAL MIDDLE

4. **Nonspecific** - A non-specific supplement is a supplement for additional task assignments which improve the school's programs and/or operations. The responsibilities are in excess of the employee's job responsibilities and are recommended by the respective principal/administrator. The non-specific supplements are identified on the Supplement List, and the ranges are specified in the appropriate Collective Bargaining Agreement. The principal/director determines the amount to be received.

The Request for Assignment of Non-specific Supplement form is no longer required; therefore, written approval by a Senior Leadership Team Member is no longer needed effective 1/1/2013.

The range of payment is specified in the specific Collective Bargaining Agreements. The range is divided into 20 equal amounts. Amounts per pay period are identified on the Supplement Listing.

- \$312 - \$625 (Clerical)
- \$359 - \$717 (Instructional)
- \$275 - \$550 (Others)

- a. **Payroll Supplement**

In order to provide consistency, it is encouraged that every location have a payroll contact who will be entitled to the Payroll Contact supplement if it is not part of the employee's primary job responsibilities. The amount is determined by the principal but must be in the approved range of \$312 - \$625.

Supplement Guidelines

b. The Additional Office Assignment Supplement

This supplement is only to be used for clerical employees performing critical office duties in addition to their regular main job responsibilities (i.e. processing new staff, creating iForms, ordering supplies and distributing, arranging paperwork and transportation for field trips, collecting money envelopes, coding positions, etc.) The amount is determined by the principal but must be included in the approved range of \$312 - \$625.

c. Children and Dependency (Foster Care) Supplement

The supplement is available to an employee who monitors and provides interventions for the foster care children assigned to their location. The supplement is available for an employee who performs these responsibilities in excess of their regular job duties. If it is part of their job responsibility, then no supplement would be paid.

d. Business Center Payments

Schools using the Business Center Model may recommend an employee for the Business Center Supplement, an additional assignment, or pay overtime. The additional pay is for those employees who are assigned the additional duties that the previous bookkeeper/budgetkeeper completed in addition to their bookkeeper/budgetkeeper responsibilities. Listed below are some examples of the additional responsibilities:

Ordering and distributing supplies, arranging paperwork and transportation for field trips, training teachers for new Business Support Center procedures, collecting money envelopes for field trips, tracking deposits, liaison between Business Center and teachers, signing money collection envelopes in and out, monitoring/receiving orders, collecting packing slips for signatures and monitoring, budget coding for HR forms and substitute teachers, scheduling picture days, position request forms to create positions or change coding, etc.

1. Business Support Center Supplement (Available only to the schools using the Business Support Center Model)

There are three Business Center supplements, and one employee may receive all three.

- 8P97 Bus. Suprt Cntr 1
- 8P98 Bus. Suprt Cntr 2
- 8P99 Bus. Suprt Cntr 3

The range of the supplement is \$312 - \$625. The principal determines the amount to be given. If the same employee receives more than the maximum amount of \$625, use the following other supplements: Bus. Suprt Cntr 2, and/or Bus. Suprt Cntr 3. If the supplement is assigned to various employees, use the same supplement/wage type (i.e. 8P97 Bus. Suprt Cntr 1). NOTE: It is required to use different wage types for the same employee, as using the same wage type will override the previous similar wage type. This

Supplement Guidelines

supplement is only available to schools implementing the Business Support Center model; therefore, for it will not require additional approval.

2. Additional Assignment

A location may recommend an employee for an additional assignment if the employee does not currently work at the location or is not currently a clerical employee. Follow the additional assignment guidelines: <http://www.broward.k12.fl.us/erp/brite/news/Additional%20Assignment%20and%20Overtime%20Memo%20071111.pdf>. If the additional hours result in overtime, remember to get the overtime form pre-approved.

3. Overtime

If you are using one of your current clerical employees, you may pay him/her overtime. The overtime will be reported on his/her regular position. You must obtain pre-approval on the Overtime/Comp form. If you use a non-clerical employee, follow the additional assignment process.

The Overtime/Compensation form is located at: <http://www.broward.k12.fl.us/ets/css/retrec/recordsret/pdfs/OvertimeCompensatoryTimeForm.pdf>

D. EMPLOYEE RETURNS TO WORK

If an employee returns to work (i.e., from layoff, or personal leave, etc.), locations are responsible for restarting employee supplements that are based on the employee job title and/or certification (e.g., Speech/Language Pathologist, Speech/Language Pathologist National Clinical Certification, National Board Certified Teachers). Review the Academic–Job Specific supplements section for additional information. Verify that the supplement end-date is the same as the leave action before restarting.

E. PRINCIPAL/ADMINISTRATOR RESPONSIBILITIES

1. It shall be the responsibility of each principal/administrator to ensure compliance with job descriptions designated for specific supplements and maintain required documentation (i.e. posting, resumes, etc.)
2. It shall be the responsibility of each principal/administrator to monitor the policy regarding supplements at his/her school location.
3. It shall be the responsibility of each principal/administrator to train their Athletic Director on the process for employing athletic coaches.
4. The principal/administrator shall submit a waiver to assign an employee any additional assignments beyond the two (2) allowed supplements by completing the Waiver Request for More than Two Supplemental Assignments.

Supplement Guidelines

F. SUPPLEMENT INCREASES

If an increase is negotiated by the respective bargaining units, ERP will increase the amount of the supplement(s) based on the respective Collective Bargaining Agreements. Schools/departments do not need to submit a Supplement iForm.