

**SUPPLEMENTS**

ALL VACANCIES IN SUPPLEMENTAL POSITIONS SHALL BE ADVERTISED FIRST WITHIN THE SCHOOL AND THEN IF NOT FILLED IN THE SCHOOL, SHALL BE ADVERTISED IN ALL SCHOOLS AND DEPARTMENTS. SCHOOL EMPLOYEES SHALL BE LIMITED TO TWO (2) SUPPLEMENTS PERFORMED DURING THE SCHOOL DAY, AND ANY ADDITIONAL SUPPLEMENTS WOULD REQUIRE A WAIVER.

AUTHORITY: F.S. 230.22 (1) (2)

POLICY ADOPTED: 12/15/77

POLICY AMENDED: 3/15/79 ; 12/17/81

AMENDED POLICY APPROVED: 4/5/84

**RULES**

1. Recommendations for supplemental positions should be presented to the Board for approval prior to the date the supplemental position begins.
2. No person shall receive more than one supplement for duties performed simultaneously with the duties for which another supplement is paid, i.e., an employee cannot receive pay for two supplements for the same hour(s) of work.
3. It shall be the responsibility of each principal/administrator to ensure compliance with job descriptions designated for specific supplements.
4. It shall be the responsibility of each principal/administrator to monitor this policy at his/her school location.

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