
APPENDIX B - SUPPLEMENTAL POSITIONS

1. The term department chairperson shall pertain to the chairperson of a specific grade level, a specific discipline or subject area, a grouping of disciplines or subject areas for the purposes of communication, articulation and planning, or an interdisciplinary team.
2. For the purpose of computing supplements, no EMPLOYEE shall be counted more than once at any school center unless that center has organized its instructional staff with multiple chair designations including, but not limited to, department chairpersons and team leaders.
3. A department eligible to have a department chairperson shall consist of at least three (3) employees.
4. Each EMPLOYEE assigned to a school at least half-time will be counted as a member of one team or department.
5. EMPLOYEES earning fall athletic supplements will be compensated in equal installments throughout the term of the supplemental assignment beginning no later than the first pay date in October.
6. Before any person shall be eligible for a supplement, he shall first be approved by a majority vote of the BOARD, in open meeting, upon recommendation of the SUPERINTENDENT.
7. There shall be no express or implied right to reappointment to any position in the school system paying any supplement, for any subsequent year, just because of the fact of having been appointed for any prior year. Any person shall be considered reappointed to his supplemental position for the subsequent school year if he has not been notified in writing of the intent not to reappoint by April 20 of the current school year, or by June 1 of the current school year for an EMPLOYEE whose assignment has not been completed by April 20.
8. Each chairperson under Instructional Supplements shall receive the prescribed compensation based upon the number of EMPLOYEES on his team for the entire year or a proration thereof for those who work less than a full year.
9. After serving a maximum of three (3) consecutive years as an appointed department chairperson or team leader, this supplemental position shall be open to competitive application by other EMPLOYEES within the department or team.
10. Those Vocational-Technical Center department chairpersons who are employed for 236 days shall be compensated at the rate of an additional 20% for those EMPLOYEES within the department who are employed 236 days.
11. In regard to an EMPLOYEE's request to fill a coaching assignment at a school other than his/her primary school of assignment, the following procedures shall be followed:
 - A. The EMPLOYEE shall request approval from the Principal of each school to which he/she is assigned prior to making a commitment to coach. This request should include the best information available regarding the dates and times early dismissal is necessary. If any Principal is of the opinion that too much instructional time would be missed, he/she may deny the request to coach.
 - B. If the home school Principal has approved the coaching position, Temporary Duty Assignment leave will be granted for all early releases.
 - C. No early release from instructional time, meetings, conferences or duty assignments will be granted for practices or coaches' meetings. Coaches may be released from planning time if there are no other conflicts as long as classes are adequately planned.
 - D. In recognition of the difficulty in finding qualified coaches, all elementary and middle school Principals will attempt to be as flexible as possible in allowing EMPLOYEES to coach at the high school.
 - E. High school EMPLOYEES who seek coaching positions at another high school may be so assigned upon receiving prior approval of both Principals involved.
 - F. In all cases listed above, an EMPLOYEE may appeal a Principal's decision directly to the Principal's Supervisor. The Supervisor's decision will be final.

12. Requests for approval of the addition of coaching positions should follow the normal chain of authority:
Coach--Activities Coordinator--School Principal--SUPERINTENDENT--District School Board.

13. EMPLOYEES hired to teach hospital/homebound students outside of their regular workday shall be paid at their current hourly rate based on approved timesheets.