

Appendix B

SALARY SUPPLEMENTS

PERFORMANCE PAY SALARY SCHEDULE ADJUSTMENTS DIFFERENTIATED PAY CRITICAL SHORTAGE PAY SUPPLEMENTS

I. Assignment of Supplements

- A. All supplements listed in this appendix are granted only on the basis of one school year. Upon an informal performance review employees may be reappointed at the discretion of the site administrator. Appointment into a supplemental role is considered to be "at will" throughout the year, and the individual may be removed at any time. However, if the supplemented individual is removed without reason, the positions supplement will be paid out in full. All supplement only positions will be considered vacant at the end of the season or year. those positions will be advertised and filled as outlined in Appendix B I.B.4.
- B. Available Supplements and Vacancies.
1. Site administrators shall provide all instructional employees at their site, an opportunity to assume supplemental responsibilities as described in this Appendix and accompanying chart as vacancies occur ~~at the beginning of the school year.~~ To this end, the site administrator shall provide a list of all vacant site supplements to employees on the first day of preplanning at the beginning of the year. Selection for supplemental duties shall be the responsibility of the site administrator. ~~and may be based on either objective or subjective criteria.~~ Documentation pertaining to the evaluation and selection of applicant, shall be retained for three years and available upon request. ~~If a grievance is filed which contests a supplemental position appointment, and the grievance is sustained at any level, the grievant shall be paid the full supplemental amount regardless of supplemental duties performed.~~
 2. As vacancies or new supplements occur, employees will be informed via email and by posting on the LCTA bulletin board at least five (5) work days prior to filling such vacancy. A list of all supplements, the supplement amounts, and persons receiving supplements shall be provided to employees via email and by posting on the LCTA bulletin board by October 15 by the site administrator. For supplemental positions filled after this date, site administrators will make every effort to update the LCTA bulletin board and shall email the list to their instructional staff as needed to reflect the information pertaining to the filled positions.
 3. ~~Site administrators are discouraged from assigning supplemental responsibilities to non-instructional District employees. Who work at an hourly rate and are eligible for overtime (nonexempt employees) as well as persons who are not otherwise employed by the District since these persons must be paid at an hourly rate for such assignments and are also normally eligible for overtime to the extent that their total hours worked for the District exceeds forty (40) hours in a workweek.~~
 4. When there is a vacancy in a supplemented position, the site administrator shall notify employees at their respective site of the vacancy, and provide instructions on how to apply for consideration. ~~The following procedure related to order of consideration will be implemented. However, nothing in this procedure should be misconstrued to limit the site administrator's discretion as it relates to candidate selection. Every effort shall be made to first hire instructional staff:~~
 - a. Qualified instructional staff applicants will be sought-considered from within the school.
 - b. Qualified non-instructional staff applicants will be considered from within the school.
 - c. Qualified instructional staff applicants will be sought considered from other schools within the district, except that a high school is not required to seek applicants from other district high schools to fill a coaching vacancy.
 - d. ~~Qualified applicants will be sought from within the school.~~ Qualified applicants from outside the school district will be considered.

~~If the position remains vacant after such action, the site administrator may assign one supplemented coaching activity each year to a teacher from within the school where the vacancy exists.~~
- C. The Student Activities Handbook contains an outline of the duties to be performed in the major categories of supplements listed in the chart below. ~~A copy~~ An electronic version of this handbook shall be provided to each site administrator, athletic director, and the Leon Classroom Teachers Association (LCTA) President, made available on the Leon County Schools District website. Notification of any updates shall be made to LCTA within 5 business days.

- D. As supplemental pay assignments are made, the site administrator will provide the employee with the District's list of duties/expectancies that the employee is to perform in that assignment. Supplemental salaries will be paid only if these duties/expectancies are performed.
- E. Supplements are to be paid for assignments performed in addition to regular instructional duties. All employees receiving supplements shall carry a full instructional or instructional-related load.
- F. An employee who is to perform supplemental activities at a worksite that is not his/her primary worksite (i.e., at a secondary worksite) shall complete a "Supplemented Activities - Secondary Site Approval Form." The approval form is to be signed by the employee and site administrators at both the primary and secondary worksite prior to the employee engaging in such supplemented activity. The employee is to provide a copy of the completed approval form to both site administrators.

II. Supplement Amounts

- A. Supplement percentages will be calculated on a Supplement Base. The Supplement Base will be ~~increased for the 2017-2018 school year by 10% or approximately \$2,800 (from \$27,700 to \$30,500); \$33,550.~~ It is the intent of the parties that the Supplement Base will be increased in succeeding years subject to the availability of funding.
*~~*The new supplement base increased from \$30,500 to \$33,550 as of the 22-23 school year.~~*
- B. A Department Chair or Team Leader in an area at any school site with a minimum of three employees, including the Chairperson or Team Leader, shall be supplemented at the rate of four (4) percent, plus one-half percent per person over the minimum of three (3), to a maximum of ten (10) percent.
- C. In elementary and middle schools, the amounts provided for assigned supplements as listed in the supplement schedule may be changed upon recommendation by the site administrator and approval by either the School Advisory Council (SAC) or the Shared Decision-Making Council (SDMC). Increases/decreases in the individual supplements may not exceed two (2) percent
- D. The minimum amount of a supplement shall be one percent of the base salary upon which supplements are calculated, notwithstanding any other provisions of Appendix B.
- E. All high school supplements shall be divided into the following six (6) categories:

Director	15 percent
Major Activity Coach	12 percent
Minor Activity Coach	8 percent
Major Activity Assistant	6 percent
Minor Activity Assistant	4 percent
Sponsor	4 percent

III. Number of Supplements

- A. Any employee, other than high school athletic directors (see paragraph IV D), may receive more than one supplement, but not more than three (3) supplements, for duties performed in any one school year. For purposes of applying this limitation, each supplement shall be counted against the maximum of three (3), notwithstanding that two or more of such supplements may be provided through the same supplement code as contained in the teacher supplement chart. ~~If a person has three supplements and applies for an additional the next person in line shall receive the supplement.~~ Exceptions to this policy may be made upon recommendation by the site administrator and approval by either the School Advisory Council or the Shared Decision-Making Council.
- B. The number of high school supplements assigned in each activity area listed on the supplement chart shall not exceed the number authorized in the Student Activities Handbook—High School, regardless of fund source. Exceptions may be made only upon prior written approval of the Executive Director for Secondary Schools and the Director of Interdivisional Support Services.

IV. Special Provisions for Athletic Supplements

- A. Athletic supplements shall be classified as major or minor in accordance with Section IIE of this appendix.
- B. Prorated increases will be provided to employees receiving supplements for FHSAA sponsored activities where the season is extended because of participation in the postseason state series. The supplement amount will be increased by ten (10) percent if weekly contests, or by five (5) percent with biweekly contests.
 - Weekly contests include the following: cross country, football, flag football, swimming, wrestling, golf, tennis, track, and weightlifting. Biweekly contests include: volleyball, basketball, soccer, baseball, and softball. Band and chorus will receive one week of extended pay for participation in State festivals and for attendance at State football playoffs when directed by the administration. Cheerleader sponsors will receive extended pay only for the basketball season. Athletic trainers will receive extended season pay one time per sports season (fall, winter, spring) based on the schedule above.

- C. Coaching Both Boys and Girls Teams
1. An employee who coaches the boys and girls teams of the same high school minor sport shall receive 3/4 of the sum total of the supplements in those cases where the level of participation by students exceeds twenty (20) and the sports seasons dates are the same (these sports are cross country, golf, swimming, tennis, and weightlifting). The remaining 1/4 of the total supplement amounts may be assigned to an assistant coach who must also coach both teams. In such instance, the head coach and assistant coach must attend both boys and girls meets/matches.
 2. A high school employee may not coach the boys and girls teams of the same major sport.
 3. Middle school employees may receive the full supplements for coaching both the boys and girls team in the same sport as long as the sports seasons do not run concurrently and neither sport is classified as a coed sport.
- D. High School Athletic Directors will be employed twelve (12) months and will be paid 12/10 of their annual salary during the summer. Directors shall be appointed eight (8) hours per day during the school year and during the summer. High School Athletic Directors will receive the Athletic Director Supplement, but shall not be provided receive compensation for additional athletic compensated supplemental assignments. The eight (8) hours per day and "no additional supplements" provisions shall be effective at the beginning of the 2009 summer.
- E. High school head football coaches not employed 12 months will be provided three weeks additional employment on an annual basis.
- F. Athletic Trainers will receive one twelve (12) percent supplement per sports season (fall, winter, spring). They will also be eligible to receive extended season pay one time per sports season.
- G. The full Special Olympics Supervisor supplement is to be paid to employees who perform the additional duties beyond their regular instructional/supervisory load for all three (3) Special Olympics activity seasons. The supplement is to be prorated if the employee provides the additional coaching/supervisory duties for fewer than the three (3) seasons. The District Special Olympics Supervisor supplement is to be paid to an employee who performs additional duties beyond the employee's regular instructional/supervisory load throughout the entire school year, as well as some summer responsibilities.
- H. Supplements for club sponsors/coaches that are not listed below due to the approved activity being wholly funded through authorized booster organizations or other non-District fund sources shall not exceed the amounts stated below for a major activity coach or assistant coach.
- I. The site administrator shall ensure that a person with appropriate administrative authority is present at scheduled home athletic events.
- V. Other Conditions and Special Provisions
- A. Teachers working in full-time 12-month administrative roles do not fall under the LCTA salary schedule, but instead are subject to salary placement and increases deemed appropriate by the Superintendent. All other provisions of the contract apply.
 - B. Supplemental pay assignments are official school-sponsored activities. While in the performance of these assignments, employees shall be covered by the benefits of employment normally received during the regular course of their work.
 - C. Industrial Arts teachers will be assigned to supplemental duties by the building administrator. High schools may increase/decrease this amount by two (2) percent.
 - D. Supplements provided to individuals otherwise employed by the District shall be paid on the individual's regular payroll cycle. In the instance where an individual has been paid for all or a portion of a supplemental assignment that is subsequently not performed, the District is authorized to deduct the applicable amount from the individual's regular District pay pursuant to Section 21.18. Supplements provided to individuals not otherwise employed by the District shall be paid at the conclusion of the season, or extended season where applicable.
 - E. Pursuant to 21.02 B.1.b., teachers who agree to teach a period outside of the regular academic day shall be provided an academic assistance supplement in the amount of four thousand five hundred dollars (\$4,500.00). Should a teacher work less than the entire year, the supplement will be prorated for the amount worked.

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DIFFERENTIATED PAY and CRITICAL SHORTAGE PAY SUPPLEMENTS

VI. PERFORMANCE PAY

Performance Pay salary schedule adjustments for "Effective" and "Highly Effective" instructional staff hired on or after July 1, 2014 will be determined through negotiations with the Leon Classroom Teachers Association after the number of effective and highly effective instructional staff is determined, and with the intent to comply with Florida Statute