

## CERTIFIED PERSONNEL SUPPLEMENTAL ASSIGNMENTS

Only certified employees – employed in a certified position – can receive supplements for performing supplementary duties as listed in the Madison County Schools Salary Schedule. A Supplemental Contract must be completed and approved before duties are performed.

### Definitions:

**Supplemental Contract** – A contract with a certified school employee to perform certain coaching/sponsoring activities associated with a group or activity in school programs. Approval of contract requires submission for processing at the Central Office–level according to procedures outlined below. (See Supplemental Contract Procedure)

**Coach Aide** – A community person providing service when certified staff are not available to fulfill duties related to coaching/sponsoring activities associated with a group or activity in school programs. Employment requires submission of Personnel Action under normal employment procedures.

### General Rules:

1. Support Personnel cannot serve as a Coach Aide.
2. Coach Aides must work under the supervision of a certified employee.
3. Certified employees cannot perform supplemental duties until all Supplemental Contract Procedures have been adhered to.

### Supplemental Contract Procedure:

1. By April 15 of each school year, each Principal will submit a list of Certified Personnel who he/she is recommending to be issued Supplemental Contracts for the upcoming contract year. Completed Supplemental Contracts on each person recommended will be submitted with this list.
2. By April 15 of each school year, each Principal will submit completed Discontinuation of Supplemental Assignments forms (See Discontinuation of Supplemental Assignments, pg. 35) on those persons approved for the current year who he/she recommends not be issued Supplemental Contracts for the upcoming contract year.
3. On all new and vacant Supplemental Contract positions to be filled, the following procedure will be followed:
  - a. Principal will forward completed Supplemental Contract to person in Superintendent's office in charge of athletics.
  - b. After proper signatures are obtained, Supplemental Contract will be forwarded to Personnel Office for processing for Board agenda.
  - c. After Board approval of Supplemental Contract, person can begin performing duties under provisions of Supplemental Contract.
  - d. Under extenuating circumstances, the Superintendent and/or Personnel Director may make exceptions and allow a person to begin performing supplemental duties prior to approval by the Board at the next scheduled Board meeting.
  - e. If the Board does not approve the recommendation, persons who were allowed to begin work prior to Board approval will be paid for work performed.

### Coach Aide Employment:

1. Principal will submit Personnel Action to Personnel Office.
2. Personnel Action will be processed for Board approval according to normal procedure for all other employment.
3. Under extenuating circumstances, the Superintendent and/or Personnel Director may make exceptions and allow a person to begin performing supplemental duties prior to approval by the Board at the next scheduled Board meeting.
4. If the Board does not approve the recommendation, persons who were allowed to begin work prior to Board approval will be paid for work performed.

## **TEACHERS WHO SERVE AS BUS DRIVERS**

1. A teacher who also serves as a bus driver will attend bus driver in-service when both in-services are held on the same day. Teacher in-service days missed by attending bus driver in-service will be made up on a weather day or at the end of the school year.
2. On the day a teacher attends bus driver in-service rather than teacher in-service, the teacher will write-in on the payroll time sheet the weather day or end-of-year date that he/she will make up the teacher in-service.
3. A teacher who attends one-half day teacher in-service and one-half day bus driver in-service will make up each one-half day.
4. Principals are responsible for monitoring that each teacher also serving as a bus driver makes up days of in-service.
5. A teacher who fails to make up an in-service day as a result of attending bus driver in-service will use a day of personal leave for the absence. If no personal leave is available, leave will be without pay.
6. Teachers will use days other than teacher contract days to attend certification or re-certification. If teacher contract days must be used, the teacher will take personal leave for such absences. If no personal leave is available, leave will be without pay. No other type leave will be used for these purposes.