

LICENSED STAFF SUPPLEMENTARY PAY PLANS

Descriptor: GCBC Issued: Draft 6-10-10

Rescinds: GCBC Issued: 12/12/2000

Licensed staff members assigned to duties which require extra time or responsibilities over and above basic contractual obligations may receive extra compensation in accordance with a supplementary salary pay schedule as established by the administration and approved by the Board.

ADMINISTRATIVE PROCEDURE

1. The following procedure shall be utilized in recommending licensed staff members for supplemented positions:

1.1. The licensed staff member shall be recommended by a principal via a Personnel Action Form to the Director of Human Resources, who will coordinate the recommendation with the assistant superintendents.

1.2. Upon approval by the assistant superintendents, the recommendation shall be presented to the superintendent.

1.3. Upon approval by the superintendent, the recommendation shall be presented to the Board for approval.

2. Should change(s) to the supplementary pay plan be sought, the principal shall propose such change(s) in writing to the assistant superintendents with a copy to the Finance Department.

2.1. After budget considerations are made and upon approval by the assistant superintendents, the recommendation shall be presented to the superintendent.

2.2. Upon approval by the superintendent, the recommendation shall be presented to the Board for approval.

3. Upon approval by the Board, the terms of any supplemented position will become a part of the contract of the employee.

4. Salary supplements will be paid on a monthly basis as a part of the regular paycheck.

EXHIBITS

GCGC 1.0510

REFERENCES

None

FORMS

TPSD Personnel Action Form

[The supplementary pay schedule that the Board approved yesterday should be an exhibit to this policy, not GCBA, and it should delete GCBC-E.]