

No. 4430
SECTION: PERSONNEL
TITLE: SUPPLEMENTAL CONTRACTS

ADOPTED: 1/17/72
READOPTED: 1/29/14;11/15/16;8/20/19;
4/20/21
REVISED: 5/23/00;4/24/01;5/15/06;
6/21/10

OXFORD AREA SCHOOL DISTRICT

- A. The Board of School Directors, upon recommendation of the Superintendent, may appoint qualified personnel to direct and supervise Board approved activities which are not normally recognized as part of the teaching assignment.
- B. All attempts shall be made to distribute supplemental contracts to as many different professional staff members as are qualified. Preference for the assignment of individuals to fill supplemental contracts shall be given to— the most qualified candidate.
- C. Supplemental contracts for these school related duties shall be valid for the duration of the activity and not extend beyond one school year.
- D. Payment for services, according to the board approved supplemental salary schedule, will be made upon certification that the activity and all related responsibilities have been satisfactorily completed. In the case of year-long activities partial payments may be requested after the end of the first semester.
- E. The performance of persons holding supplemental contracts will be evaluated at the conclusion of the activity.
- F. Administrative procedures to implement this policy shall be developed.

OXFORD AREA SCHOOL DISTRICT
NO. 4430 SUPPLEMENTAL CONTRACTS

ADMINISTRATIVE PROCEDURES

SUPPLEMENTAL CONTRACTS

Salaries

- A. Salaries are paid to those who hold supplemental contracts in accordance with the negotiated agreement with the Oxford Area Education Association. Deviation from the agreement will not be approved.
- B. Principals are to send their recommendations to the Superintendent or his/her designee well in advance of the start of the activity on the "Assignment to Supplemental Salary Positions" form. (Appendix A)
- C. Recommendations for appointments to supplemental positions will be presented to the Board of Directors for their approval at a regularly scheduled meeting of the Board of Directors. Appointments for sports supplemental positions shall be presented to the Board of Directors at a regularly scheduled meeting of the Board of Directors at least two (2) months in advance of the sports season. Every attempt shall be made to have recommendations for the remaining supplemental positions presented to the Board of Directors for action at the June meeting of the Board. A "Letter of Appointment" (Appendix B) shall be sent directly to the individual concerned in two copies. One copy is to be returned to the administration office PRIOR TO THE START OF THE ACTIVITY.
- D. Payment will be processed as follows:
 - 1. When everything associated with the activity is completed, submit the "Completion of Supplemental Contract" form (Appendix C) attesting to the completion of the activity and all items relating to it. The Superintendent's or his/her designee's signature on this form will initiate payment to the supplemental contract holder.
 - 2. Final payment for supplemental contracts will not be processed until an evaluation of the supplemental contract holder's performance has been completed. A copy of that evaluation must be attached to the request for payment.
- E. The performance of all individuals appointed to supplemental positions will be evaluated at the completion of the supplemental contract. The school principal shall be responsible for the evaluation of all supplemental positions in his/her school. In the secondary schools, athletic coaches will also be evaluated by the athletic director. A copy of the evaluation(s) will be given to the person holding the supplemental contract. A copy of the evaluation will also be kept on file.

- F. No individual holding a contract for a supplemental position shall be recommended for appointment to another supplemental if the results of the performance evaluation are either "needs improvement or unsatisfactory" until a conference is held with the individual to determine an improvement plan.
- G. The Board reserves the right to deny payment to an individual performing a supplemental position without board approval of both the position and the individual.
- H. No individual holding a contract for a supplemental position may subcontract his/her position.

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OXFORD AREA SCHOOL DISTRICT
Oxford, Pennsylvania

ASSIGNMENT TO SUPPLEMENTAL SALARY POSITIONS

To the Superintendent:

I would like to recommend the following for supplemental contracts for the ____ - ____ school year.

NAME	POSITION	SUPPLEMENTAL SALARY

Date Principal

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OXFORD AREA SCHOOL DISTRICT
Administration Office

MEMORANDUM

TO:

FROM: Oxford Area Board of School Directors

SUPPLEMENTAL POSITION:

DATE:

The Board of School Directors has appointed you to sponsor, coach, manage, or direct the above-listed activity at a time other than that required by your teaching contract. This appointment is valid during the _____ - _____ school year and your compensation is set at \$ _____.

Payment will be authorized after receiving certification by your principal that the activity and all related responsibilities have been satisfactorily completed. In the case of year-long activities, one-half payment may be requested after the end of the first semester. The compensation for this supplemental activity is subject to the usual federal, state and city withholding taxes, social security and pension deductions, etc.

To indicate your acceptance of responsibilities associated with this appointment, please sign both copies of this memorandum and return one copy to the Human Resource Office.

Employee

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Director of Human Resources

OXFORD AREA SCHOOL DISTRICT
Supplemental
Request for Payment

Name: _____ Date: _____

Position: _____ School Year: _____

Building: _____ Supplemental Fee: \$ _____

I have completed all of the duties and responsibilities for the supplemental position indicated above and request full payment.

OR

I have completed one half of the duties and responsibilities for the supplemental position indicated above and request half payment.

Employee Signature

Approvals:

Athletic Director (athletic supplementals) Date: _____

Principal Date: _____

Performance evaluation completed Date: _____
(Copy attached)

Superintendent/Director of Human Resources Date: _____

***** Office Use Only *****

Payroll Date: _____

Amount Paid:

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APPENDIX D

OXFORD AREA SCHOOL DISTRICT
 PERFORMANCE EVALUATION
 SUPPLEMENTAL CONTRACT POSITIONS
 (Athletic)

Activity: _____ School year: _____

Name: (Coach/Sponsor): _____

School: _____

A performance evaluation report for each athletic position must be completed by both the school principal and the athletic director (if applicable). A copy of this report must be given to the individual coach or person holding the supplemental contract. A second copy of the evaluation report is to be entered into the employee's personnel file. A conference is required in those cases where the coach is rated in any category as unsatisfactory or needing improvement.

RATING

S = satisfactory; NI = needs improvement; U = unsatisfactory

ADMINISTRATION/ORGANIZATION:	S	NI	U
Care of equipment, requests, inventory			
Organization, planning and conduct of practices			
Knowledge and application of rules and regulations			
Eligibility monitoring			
SKILLS:			
Expertise/knowledge of sport/activity			
Effective and appropriate instruction			
Physical conditioning of athletes			
Injury prevention and care			
Sportsmanship			
PERSONAL:			

Ability to work with athletes			
Exhibits fairness to all athletes			
Concern for health and welfare of athletes			
	S	NI	U
Rapport with parents, staff, support staff			
Dedication and dependability			
Discipline (consistent, fair, firm)			
Conduct and demeanor			

Overall rating: Satisfactory _____
Needs Improvement _____ Unsatisfactory _____

Conference requested: Yes _____ No _____

Conference date: _____ Time: _____

Topic of conference:

Corrective action/recommendations:

Signature of coach/advisor: _____
(acknowledges conference attendance)

Comments: (principal/athletic director)

Signature (athletic director) date

Signature (principal) date

APPENDIX E

OXFORD AREA SCHOOL DISTRICT
 PERFORMANCE EVALUATION
 SUPPLEMENTAL CONTRACT POSITIONS
 (Nonathletic)

Activity: _____ School year: _____

Name (Sponsor/Advisor): _____

School: _____

A performance evaluation report for each supplemental position must be completed by the school principal. A copy of the report must be given to the activity sponsor or advisor. A second copy of the report is to be entered into the employee's personnel file. A conference is required in those cases where the sponsor or advisor is rated in any category as unsatisfactory or needing improvement.

RATING

S = satisfactory; NI = needs improvement;
 U = unsatisfactory; NA = not applicable

ADMINISTRATION/ORGANIZATION:	S	NI	U	NA
Organization and planning of activity				
Facilities and materials management				
Communication, parents, students				
Compliance with rules and regulations				
RESPONSIBILITIES:				
Supervision of activity				
Safety of participants				
Quality of performance				
Dedication and dependability				
Fairness to all participants				
Rapport with students				
Conduct and demeanor				

Overall rating: Satisfactory _____ Needs Improvement _____
Unsatisfactory _____

Conference requested: Yes _____ No _____

Conference date: _____ Time:

Topic(s) of conference:

Corrective action/recommendations:

Signature of advisor: _____
(acknowledges conference attendance)

Signature of principal date