

No. 4430
SECTION: PERSONNEL
TITLE: SUPPLEMENTAL CONTRACTS

ADOPTED: 1/17/72
READOPTED: 1/29/14;11/15/16
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.

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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 July 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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