

# **KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

## **Supplemental Salaries for Professional Personnel**

**Series: G65A**

**Reference:**

**Issued: 09.19.2001**

**Revised: 05.25.2005; 06.02.2016**

**Revision Number: 2**

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- 65.01** All supplemental salaries must be approved, in advance, by the Superintendent of Schools through a written contract submitted to the Superintendent by the budget manager making the request.
- 65.02** Supplemental salary may be approved through written contract for additional duties outside the regular work day or for extra days employment outside the contract period.
- 65.03** 261 day professional personnel employed in Central Office administrative positions are not eligible to receive supplemental salary paid by Kanawha County Schools. Supplemental compensation for 210 - 240 day Central Office professional personnel may occur only outside the regular employment term; provided that such employees may be contracted to teach one graduate level course each semester outside of the employee's regular work day. All additional days' employment outside the contract period for 210-240 day Central Office professional personnel must be approved in advance by the immediate supervisor through a written contract signed by the Superintendent of Schools.
- 65.04** If budgeted accordingly, supplemental salary may be approved for service and professional personnel for the following reasons:
- 65.04.1** To provide staff development/teach classes for service or professional personnel outside the regular work day or contract period, as stated in this regulation.
- 65.04.2** To plan staff development sessions which will take place during the regular work day (for example, during the Staff Development portion of the Faculty Senate Day) If supplemental compensation is provided for planning, then planning must take place outside the work day.
- 65.04.3** To provide requested duties related to staff development outside the regular work day or contract period, as identified in this document (i. e., planning and developing staff development programs, academies, institutes, forums, newsletters & other means of communication; serving as a trustee or mentor to new teachers/principals; assisting with staff development preparation, organizing, implementation, & recording; etc.)

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- 65.04.4** To attend required staff development sessions not scheduled during the regular work day and some optional staff development sessions not scheduled during the regular work day.
- 65.04.5** To serve on committees to develop or modify curriculum, select instructional books and materials, develop instructional strategies, or make recommendations to the Superintendent related to curriculum or instruction, as regulated through this document.
- 65.04.6** To work additional days outside the 200 - 240 day contract period as approved by the Superintendent
- 65.04.7** Other purposes deemed necessary by the Superintendent.
- 65.05** Employees may not be compensated by other sources for the same activity or program for which KCS is compensating the employee unless organizations are splitting the cost. (For example, if AEL, RESA, a college/university, WVDE, or other entity is compensating an employee for services, then KCS will not compensate the employee for the same services. Employees may take approved vacation or approved personal days if they are providing services for another organization and/or if they are being compensated during the regular work day by another source.)
- 65.06** Pending budgeted program funds and advance supplemental contract approval, the rate of supplemental compensation for specific duties and activities is as follows:
- 65.06.1** Presenting at Staff Development Sessions, Workshops, Academies, Institutes, Forums, etc.

One day planning & preparation for a staff development session, workshop, academy, institute, forum, etc. if planning takes place outside the work day.  
Professional - \$125.00 per session, if planning is required  
Service - \$ 75.00 per session, if planning is required

Presenting a two-three hour staff development session not conducted during the regular work day or within the contract period and the two-three hour session is optional for participants  
Professional and Service \$100.00 (plus planning if planning is necessary)

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Presenting a four-six hour staff development session not conducted during the regular work day or within the contract period and the four-six hour session is optional for participants

Professional and Service \$200.00 (plus planning if planning is necessary)

Presenting a two-three hour staff development session not conducted during the regular work day or within the contract period and the two-three hour session is required for participants

Professional and Service \$150.00 (plus planning if planning is necessary)

Presenting a four-six hour staff development session not conducted during the regular work day or within the contract period and the four-six hour session is required for participants

Professional and Service \$300.00 (plus planning if planning is necessary)

Teaching a semester-long three hour credit graduate class, undergraduate class, or combined class that meets regularly as scheduled.

\$1,800.00

Teaching a semester-long two hour graduate class, undergraduate class, or combined class that meets regularly as scheduled.

\$1,200.00

Teaching a one hour graduate class, undergraduate class, or combined class that meets regularly as scheduled.

\$600.00

### **65.06.2** Participating in Staff Development Sessions Not Scheduled During the Regular Work Day

Compensation for attending optional staff development, not conducted during the regular work day or within the contract period, is not required but may be provided for specific activities which reflect the school or county goals and objectives when compensation has been budgeted through a specific project or grant and the supplemental services contract has been approved.

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Optional attendance at a two-three hour staff development session, not conducted during the regular work day or within the contract period, if funds have been budgeted and approved for supplemental compensation

Professional - \$ 50.00 per two-three hour session

Service - \$37.50 per two-three hour session

Optional attendance at a four-six hour staff development session, not conducted during the regular work day or within the contract period, if funds have been budgeted and approved for supplemental compensation

Professional - \$100.00 per four - six hour session

Service - \$75.00 per four-six hour session

Required attendance at a two-three hour staff development session not conducted during the regular work day or within the contract period

Service and Professional .5 of the employee's daily rate of pay

Required attendance at a four-six hour staff development session not conducted during the regular work day

Service and Professional Daily rate of pay

**65.06.3** Additional work days outside the 200-240 day contract period to perform supplemental job duties (serve on curriculum committees, etc.)

Professional \$100.00 per day

Service \$ 75.00 per day

Additional work days outside the 200-240 day contract period to perform regular job duties as requested by the Superintendent through written contract

Service and Professional Daily Rate

**65.07** Contracted (Certified) Teachers (Regular, full time employees may be contracted to teach outside the regular work day or contract period in alternative education programs, adult and technical education classes, community education classes, or to provide Title I services in private schools, or to serve in other situations deemed necessary by the Superintendent.)

Other non-professional employees or professional employees in situations not

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requiring certification may be approved through written contract to serve as staff members, etc. in programs, as well.

Compensation for certified teachers in adult and technical education programs will be \$25.00 per hour.

Compensation for contracted (certified) teachers will be \$22.00 per hour

Compensation for other contracted individuals (positions not requiring certification) will be minimum wage to \$10.00 per hour.

**65.08** Fees for all contracted speakers, presenters, consultants, etc. must be approved in advance through written contract by the Superintendent of Schools.

**65.09** All budgets approved to provide supplemental compensation for regular employees must include funds for FICA, Workmen's Compensation, and Retirement.