

HARRISBURG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SUPPLEMENTAL CONTRACTS

ADOPTED: NOVEMBER 19, 2012

REVISED:

308.1. SUPPLEMENTAL CONTRACTS	
1. Purpose	The Board recognizes that certain duties must be performed outside of the regular workday and/or work year. Persons may be compensated for this additional work.
2. Authority	The Board shall approve a supplemental pay plan for specifying the pay to be received for each position covered by the plan. Such plan shall be reviewed every two (2) years or upon recommendation of the Superintendent.
3. Delegation of Responsibility	<p>The Board retains the right to approve all supplemental pay contracts in accordance with the pay plan. This right shall not be delegated.</p> <p>The Superintendent shall develop administrative regulations for the recruitment, screening, and recommendation of persons for supplemental contracts.</p>
4. Guidelines	<p>The following guidelines shall be set in recommending supplemental pay contracts:</p> <ol style="list-style-type: none"> 1. A position guide shall be developed for each supplemental position. 2. Positions shall be posted and interviews held. 3. The supervisor shall recommend to the Superintendent persons to fill supplemental positions. 4. Supplemental contracts shall be issued only where the work to be performed clearly exceeds the regular workday or regular work year. 5. Supplemental contracts shall be issued only for the length of the school year, season, or activity, whichever is shorter. 6. Full-time qualified district employees shall be given first priority in filling supplemental pay positions. 7. Qualified persons who are not full-time employees of the school district may receive supplemental contracts if no qualified full-time employee is available.

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	<p>Each person holding a supplemental contract shall be evaluated by the supervisor upon completion of the contract.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p>
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