

## **Frequently Asked Questions - Supplements**

The attached file is an accumulation of questions related to the supplement rollout. It may be helpful in seeing questions from your colleagues and answers already provided. Some of these questions and answers have been paraphrased for clarity and brevity. If you have any further questions please direct those first to your supervisors and leadership team but feel free to contact Ken Gentile or Debbie Henriquez in payroll if you require additional details. This has been a difficult process as the timing has not been optimal. We do look forward to working with the UTM in getting this process improved going forward.

### **Hourly Supplements QSP001**

**Q. Is the Homebound/Hospital Teacher salary, \$25 per hour, being cut to \$22? This hourly salary is not and never has been a supplement. It is what a certified teacher receives while serving a student on homebound/hospital services. (This seems like a low amount.)**

A. The SLOT code of QSP001 is a SLOT that is used for several different categories of direct contact with students. The rate new rate is \$24/hour reflecting a 5% reduction from \$25/hour. The rate reduction of supplemental pay for activities that have a direct impact to students was negotiated and approved by the school board and ratified by the union at a 5% reduction.

### **Retroactive**

**Q. Will the first payment of supplements be retroactive? (I.E. making up all previous payments due previously)**

A. Yes with few exceptions the payment of supplements on October 31 will be made with a “catch up” amount paid for the period of time the supplement started to the current date. For example if the work related to a supplement began on August 13 and the first payment is made on the Oct 31 payroll. The amount of the payment will include five payroll cycles for August-October at the new rate. The remaining 19 payroll cycles will contain the remainder in each payroll.

### **Federally Funded Supplements**

**Q. Will you be sending out a notice to District staff explaining the change in federally funded supplements?**

A. As a general rule we tried to not distinguish between funding sources for supplements with some exceptions. Federally Funded programs such as Title I can be used for different purposes than supplements. A savings due to a reduction in a supplement amount could be amended to a different budget line in the grant with a minimal impact to the program.

## **Old Rates vs. New Rates**

**Q. Some employees have been receiving payment for supplements at the old amount (not at the reduced rates that were ratified Sept. 21st). How will this issue be rectified to ensure all employees receiving the same supplement be paid the same amount for the year? For example, some planning team members have been getting paid all along (at the former \$2818 rate for most of the pay periods), while others have yet to receive payment – what is the process for ensuring that everyone who serves on planning team this year receives the same pay?**

A. The calculation of the supplement payments will be based on the revised salary schedule (see excerpt pages attached). The total payments for the year will be the same whether the employee was receiving payments prior to Oct 31 or the first payment as of Oct 31. If an employee had already received payments at the higher rate prior to Oct 31 then subsequent payments for the year will be adjusted so the calculation for the full year will equal the revised rate. If an employee started work and their first supplement payment is in the Oct 31 payroll a catch up adjustment will be made on Oct 31(at the revised rate) and all subsequent payments will be made at the reduced rate.

## **Exceptions**

**Q. What are some of the exceptions to the schedule?**

A. Sixth period supplements were not reduced. Alternative funding sources were sought after for this supplement. The JV Head Coach supplement was reassessed and adjusted but not at the 5% direct and 13% indirect impact levels. The Office Manager FTE supplement was adjusted for the period Oct 31 through the end of the year.

## **Non Bargaining Unit Employees**

**Q. How much of reduction is there to the supplements that are not part of the contract with UTM? When will people earning those supplements be paid?**

A. Overall, Non Bargaining Unit Employees supplements were reduced across the board by 10% with very few exceptions. The timing of payment will be consistent (to begin in the Oct 31 payroll run).

## **Overall List**

**Q. Do you have a list of supplements with the new figures? It would be good for everyone to see.**

A. A Revised salary schedule pages that affect supplements were distributed to Office Managers. A copy of these affected pages is attached to the end of this FAQ.

## **Food Service**

### **Q. Do the supplement changes affect anyone in Food Service?**

A. There is not currently any supplements paid to Food Service personnel however payments for longevity for example will not be affected. The supplements that are impacted are attached to this FAQ document.

## **General**

### **Q. How will these supplements be applied and budgeted?**

A. The supplements paid in 2012 were used as a starting point for the 2013 budget. As a result, each school or cost center should use the supplements and dollars last year as a guide for making decisions for this year. For example if there were 3 major club supplements paid last year and there is a need for 6 major club supplements this year there should be internal decisions made to make up the difference either through other supplements not given or alternate funding. If there is still no budget available contact Ken Gentile or the District Leadership team for a resolution.

### **Q. Are these supplement rates and method permanent?**

A. No. These supplement changes were a result of a negotiation with the UTM to achieve a budget savings for FY 2013. The supplement schedule and process will be negotiated with the UTM as part of the collective bargaining process subject to funding for the next fiscal year.

ATHLETICS	High School	Revised	Middle - K8	Revised	Elementary	Revised	Slot
Athletic Director	4,575	<b>4,346</b>	1,640	<b>1,558</b>			SATHD
Athletic Business Manager	3,757	<b>3,569</b>					SATHM
Athletics Trainer	3,297	<b>3,132</b>					SATHT
Head Football Coach	4,345	<b>4,128</b>					SHC04
Other Head Varsity Coaches	3,527	<b>3,351</b>	667	<b>634</b>			SHC
Spring football practice/weight training	1,507	<b>1,432</b>					SHCSPF
Head JV Coaches	3,527	<b>2,007</b>					SHCJV
Assistant Varsity & JV Coaches	1,507	<b>1,432</b>					SAC SCC
Head Varsity Cheerleading Coach	2,806	<b>2,666</b>	667	<b>634</b>	667	<b>634</b>	SCC01
Head JV Cheerleading Coach	1,955	<b>1,857</b>					SCC02
Assistant Cheerleading Coaches	1,507	<b>1,432</b>					SCC03
Color Guard Coach	2,576	<b>2,447</b>					SDNC
Conchette/Cannette/Dolphinette Directors	2,576	<b>2,447</b>					SDNC
MUSIC / ACTIVITIES	High School		Middle - K8		Elementary		Slot
Band Master	3,810	<b>3,620</b>	2,379	<b>2,260</b>			SBM01-02
Choral Director	2,806	<b>2,666</b>					SCD01

Beta Club Sponsor	1,000	950					SCLB01
Drama Coach (per production-limit of 2)	500	475					SDC01
Head Sponsor for JR.-SR Class	1,000	950					SCLB02
National Honor Society Sponsor	1,000	950					SCLB03
National Art Honor Society Sponsor	1,000	950					SCLB07
Major Clubs approved by Principal	1 000	950	667	634	667	634	SCLUB
Newspaper Sponsor	1,500	1,425	863	820	863	820	SCLB04
Student Activity Director	1,955	1,857					SACTD
Student Council Sponsor	1,000	950	667	634	667	634	SCLB05
Yearbook Sponsor	1,500	1,425	863	820	863	820	SCLB06
Mock Trail Sponsor	1,507	1,432					SCLBMT

Revised Supplement Schedule as of 10/4/12

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Amount

Slot	Description		Revised	Term	Slot
SIEP1	Middle School 6 <sup>th</sup> Period Assignment Teachers who voluntary agree to instruct a 6 <sup>th</sup> period subject at middle school level. Base Pay established by Certificate .....PLUS	3518	3518	Yearly	SIEP1
SIEP2	Secondary School 6 <sup>th</sup> Period Assignment Teachers who voluntary agree to instruct a 6 <sup>th</sup> period subject at senior high level. Base Pay established by Certificate.....PLUS	3518	3518	Yearly	SIEP2
SIGED	GED Exit Option_Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	2000	1740	Yearly	SIGED
SIAEC	High School & Adult Education Building Coordinator– Duties as indicated by job description.....PLUS	9000	7830	Yearly	SIAEC
	Medicaid Data Sheets Incentive Payment As provided for in the School Medicaid Incentive Program				
	**This only applies to eligible employees not already receiving a supplement which includes this paperwork	10	10	Per Sheet	
SIMTI	Mentor Teacher Assigned as provided for in Article XXVII of the teacher contract	1500	1305	Yearly	SIMTI
SINB1	National Board For Professional Teaching Standards – Designated by UTM President	2875	2501	Yearly	SINB1

SINTI	New Teacher Induction Program Team Member – Appointed by UTM President	3000	<b>2850</b>	Yearly	SINTI
SIPEER	Peer Teacher –_Paid for each beginning teacher supervised for the year. Base Pay established by Certificate.....PLUS	750	<b>653</b>	Yearly	SIPEER
SIPT1	Planning Team Members at Large Does not apply when teachers is receiving a supplement that includes this duty. Base Pay established by Certificate.....PLUS ½ TEAM LEADER SUPPLEMENT			Yearly	SIPT1
		1409	<b>1226</b>		
SITL1	School Based Teacher Leaders Base Pay established by Certificate.....PLUS	1725	<b>1501</b>	Yearly	SITL1
SISP1	Speech Pathologist includes Medicaid reimbursement paper work. Base Pay established by Certificate .....PLUS	2430	<b>2201</b>	Yearly	SISP1
SIAH1	Teaching American History Coach...(2 positions) Base Pay established by Certificate .....PLUS	5000	<b>5000</b>	Yearly	SIAH1
SIAHW	Teaching American History Webmaster.. Base Pay established by Certificate .....PLUS	2500	<b>2500</b>	Yearly	SIAHW
SITST	Technology Support Teacher May be paid to support personnel under certain conditions Base Pay established by Certificate.....PLUS	2300	<b>2001</b>	Yearly	SITST
			<b>0</b>		
SISST	Student Services Team_Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	3000	<b>2610</b>	Yearly	SISST
QPS001	Title One Tutorial Program Teachers who voluntarily instruct a 1 hour period of Title One instruction at an elementary school.	25	<b>24</b>	Hour	QPS001
SIVT1	Visiting Teacher – Base Pay established by Certificate.....PLUS	43	<b>37</b>	Monthly	SIVT1

Description	Amount	Revised	Hourly	Slot
<b>Extra Duties Supplement:</b> Extra duties, which are not covered by other supplemental positions on the schedule of annual supplements, may be supplemented as an extra duty supplement. The supplement shall be paid only to teachers who volunteer to perform extra duties as part of their assignment. Teachers will be paid \$24 per hour for extra duties as agreed upon by the teacher and the principal. A description of the duties and anticipated number of hours will be set prior to the beginning of the extra duty.	<del>25</del>	24	Hourly	QPS001

Description		Amount	Revised	Slot
Senior High School Program				
HOB Middle School Team Leaders				
Elementary Team Leaders* (*Two or More Grade Levels or Special Areas or Programs)	Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS (yearly)	<del>2,818</del>	<b>2,452</b>	SITM1
HOB Middle School Department Heads* (*Minimum of 4 full-time teachers in each subject required) Elementary Grade Level Chairman (One grade level)	Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS (yearly)	<del>1,380</del>	<b>1,201</b>	SIDH1

Revised Supplement Schedule as of 10/4/12

Description	Amount	Revised	Term	SLO T
Academic Coaches (Limited to 3 District Wide)  Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	1380	1201	Yearly	SIAC 1
After School Activity Instructor  (Teachers who voluntarily agree to instruct in the after school activity program) Academic Tutoring Activities	25	24	Hour	QPS0 01
Non-academic Activities	20	17	Hour	QOXI 00
Career Education Program Leaders  Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	670	583	Yearly	SICE P
Community School Managers  Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	3450	3002	Yearly	SICS M
Computer Assisted Instructional Program (Teachers who voluntarily agree to provide district-wide support and assistance to the computer Assisted instruction program implemented by the district) Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	3450	3002	Yearly	SICAI
DATA COACH Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	1,150.00	1001	Yearly	SIDC 1
DCT & DE Specialist – 10 Months (198 days 7.5 hours a day)  Base Pay established by Certificate as per Instructional Salary Schedule.....PLUS	1/10 of Base		Monthly  Beyond 10	SIDC T
Diagnostic Prescription Writer -Base Pay established by Certificate.....PLUS	670	637	Yearly	SIDP W
District Wide Teacher Leaders -Base Pay established by Certificate.....PLUS	1725	1501	Yearly	SIDW L
Dropout Prevention Tutorial Program (Teachers who voluntarily agree to participate in the Dropout prevention tutorial program before or after School for additional instructional time.) *A Pro-rated amount may be paid based on amount of time.	2300	2001	Per 50 Min. instructional period	SIDP T



Teachers who work in a Title One School will receive	<del>50</del>	<b>48</b>	Yearly	ST1S
Teachers who work in a Critical Shortage area as identified by the District will receive	<del>50</del>	<b>48</b>	Yearly	STCS
EPIC (Race to the Top) Committee Members	4000	<b>3480</b>	Yearly	SEPC

Non-Instructional Personnel Annual Supplements					
Supplement		Amount	Revised	Paid	Slot
Administrative Doctorate Degree	instructional supervisor holding an earned doctorate degree related to job responsibilities shall be eligible	1,150.00	1,035.00	Annual	SADOC
Club Sponsors	As specified in section one Schedule of Annual Supplements (pages 7 & 8)	See pages 6 & 7			
Coaching/Athle tics Managers	As specified in section one Schedule of Annual Supplements (pages 7 & 8)	See pages 6 & 7			
Collective Bargaining Team	Additional duties and time involved in negotiating a contract with the union, administering the contract and serving as a member of the study committee. This supplement maybe pro-rated by the Superintendent for partial assignment of duties to team members.	547	492	Maximum Monthly	SCBT
FTE Office Manager	0-350 FTE (Including summer school)	253	228	Monthly	SOMFT
	351-550 FTE (Including Summer School)	265	239	Monthly	
	551-750 FTE (Including Summer School)	276	248	Monthly	
	751-1000 FTE (Including Summer School)	293	264	Monthly	
	1001 or More FTE (Including Summer School)	322	290	Monthly	
FTE Principal	Paid per RAW FTE computed on the Prior Year's FTE Surveys FTE's are exclusive of Summer School	978	9	Per FTE	SPFTE
Grade 2 Manager	Additional duties and time involved in managing Pinnacle and Excelsior Grade book for a school	1,150.00	1,001	Annual	SG2M
Planning Team Service	August - June *at the discretion of the Principal	431	387.9	Annual	SPL01
Professional Certification	When employees hold a professional license or certification recognized by State or other qualifying agency that directly relates to the	2,300.00	2070	Annual	SPCRT
Professional Development Contact	Involved in maintaining PD course Selections & assisting staff with PD issues.	1150	1001	Annual	SPD
Take Stock In Children- Contact	Middle School	644	612	Annual	STSICM
Take Stock In Children- Contact	High School	777	738	Annual	STSICH

Title 1 School-Level contact Approved 10/16/10	NON-SES Schools	<del>1,500.00</del>	1,350	Annual	ST1CN
Title 1 School-Level contact Approved 10/16/10	SES Schools: Teachers accepting this position may not be employed by An SES provider	<del>2,500.00</del>	2,250	Annual	ST1CN
Web Master	Additional duties and time involved in maintaining a Schools Web Site	<del>1,150.00</del>	1,001	Annual	SWEB