

## Employee Supplement

Board Policy: P-29  
Adopted: July 26, 2004  
Revised: October 8, 2012

### I. General Policy Statement

The Board of Education recognizes and supports the payment of locally funded supplements to maintain a competitive recruitment and retention compensation plan for eligible school system employees. Eligible staff members are full and part-time permanent, temporary and interim employees. This policy is adopted to provide regulations for supplement payments.

### II. Regulations

#### A. Calculations

1. The Board will annually determine the percent of supplemental payment to certified and non-certified personnel as determined by the appropriate base salary schedule(s).
2. For part-time hourly employees who are eligible, the supplement is calculated on the yearly income determined by multiplying the scheduled number of days in the employment term times the individual's standard hours and hourly rate.

#### B. Eligibility:

1. Employees who continued employment from the previous year or others hired by December 1<sup>st</sup> of each year are eligible for the supplement as long as they are employed at the time of payment.
2. Employees on worker's compensation leave shall be paid the supplement for which they are eligible.
3. Employees on approved leave of absence or leave without pay are not eligible for supplemental pay with the exception of an employee on "Family Medical Leave" (12 weeks) or on short-term disability.
4. Employees with a minimum of one (1) full year of service with Haywood County Schools who leave in good standing during the school year prior to March 1st will receive a pro-rated supplement payment.

#### C. Date of Payment: Payment of this supplement will be made no later than March 31<sup>st</sup>.