

## Employee Supplement

Board Policy: P-29  
Adopted: July 26, 2004  
Revised: December 13, 2010

### I. General Policy Statement

The Board of Education recognizes and supports the payment of locally funded supplements to maintain a competitive compensation plan for eligible school system employees. This policy is adopted to provide regulations for supplement payments.

### II. Regulations

- A. The Board will annually determine the percent of supplemental payment to certified and non-certified personnel as determined by the appropriate base salary schedule.
- B. Eligibility for an employee supplement payment is determined as follows:
  1. Employees must have worked 55 % of available workdays from July 1 until the payment date of the supplement.
  2. Full-time and part-time, permanent or temporary certified and non-certified employees who meet the above requirement are eligible.
  3. Employees on worker's compensation leave are eligible.
  4. Employees on approved leave of absence or leave without pay are not eligible.
  5. 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 1<sup>st</sup> will receive a pro-rated supplement payment.
- C. Payment of this supplement will be made no later than March 31<sup>st</sup>.