

**A. GENERAL POLICY STATEMENT**

The board recognizes and supports the payment of locally funded salary supplements to maintain a competitive recruitment and retention compensation plan for eligible school system employees. All full-time and part-time permanent employees, as defined by the *North Carolina Public Schools Benefits and Employment Policy Manual*, are eligible to receive the approved local salary supplement; however, for purposes of classification as “permanent” under this policy, an employee is not required to work a minimum of twenty (20) hours per week. Temporary and interim employees are not eligible. This policy is intended to provide additional regulations for supplement payments.

**B. REGULATIONS**

## 1. Calculations

- 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(s).
- b. 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.

## 2. Eligibility

- a. Employees who continue employment from the previous year or others whose hire date is on or before the first working day of December of each year are eligible for the supplement as long as they are employed at the time of payment.
- b. Employees on worker’s compensation leave shall be paid the supplement for which they are eligible.
- c. Employees on an approved leave of absence or leave without pay are not eligible for supplemental pay with the exception of an employee on family medical (FMLA) leave (12 weeks) or an employee on short-term disability leave.
- d. 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 will receive a pro-rated supplement payment.

3. Date of Payment

Payment of the local salary supplement will be made no later than June 30 of each year, with a target date of March 31 if funding levels allow.

Legal References: *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <http://www.ncpublicschools.org/district-humanresources/key-information>

Cross References:

Adopted: July 26, 2004

Revised: October 8, 2012; July 14, 2014; June 6, 2016 (effective July 1, 2016)