

PERSONNEL

File: GCBB-R

SUPPLEMENTARY PAY PLANS FOR EXEMPT EMPLOYEES

Each year, prior to the beginning of the academic year, the School Board shall set the schedule for supplementary pay plans for employees who are coaching or sponsoring extracurricular activities.

1. The Superintendent or designee shall provide the Board the proposed assignment and supplementary pay plan for the assignment.
2. Any contract for a Charlottesville City Schools employee for coaching or an additional extracurricular assignment must be a separately executed contract and completed prior to beginning the extra duty.
3. The Board must approve all proposed contract and payment plans prior to the execution of the contract.
4. A listing of proposed supplementary assignments and payment plans will be included in the CCS Budget Book.
5. No supplementary contract will be offered for an additional assignment to be completed during the regular contract hours of the employee.
6. Nonexempt employees, such as instructional assistants and clerical personnel, are not eligible for supplements. Nonexempt employees are to be paid hourly for additional work according to the Fair Labor Standards Act.

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Revised: August 1, 2011

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-302.

8 VAC 20-440-110

8 VAC 20-440-120

Cross Reference: GCB Professional Staff Contracts