

SUPPORT SERVICES

File: GCBB-R

SUPPLEMENTARY PAY

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

1. The Superintendent or designee provides 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 are included in the CCS Budget Book.
5. No supplementary contract is 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
Revised: June 19, 2018

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

Cross Reference: GCB Professional Staff Contracts