



Santa Rosa County School Board

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Timothy S. Wyrosdick
Superintendent

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MEMORANDUM

DATE: September 10, 2019

TO: Tim Wyrosdick
Superintendent
Santa Rosa County District Schools

FROM: Bill Emerson
Assistant Superintendent

SUBJECT: Recommendations from the committee reviewing supplemental contract policy

Mr. Wyrosdick,

As you requested, a committee convened to review existing school district policy regarding supplemental contracts. After a review of the existing Human Resources Procedures Manual, the SRPE Master Contract, recommendation forms, contracts, and job descriptions, the committee has the following recommendations:

1. Amend the Human Resources Procedures Manual to include new language in sections B5 and C2.6. (Attachment #1)
2. Add a signature block for the Grade Level Director on all supplement recommendation forms.
3. Statement #2 on the top of the supplement recommendation form should read:
2. The appropriate contest schedule and practice schedule should be kept on file in the Grade Level Director's office.
4. Add a signature block on supplement contracts for Principals.
5. Attach HRPM section C2.6 to supplemental contracts.

6. Consider negotiating a 12% supplement for coaches agreeing to coach both Boys and Girls teams in Swimming, Tennis, Golf, and Cross Country. This would allow the coach to practice both teams at the same time. If a coach wants both 8% supplements, separate practice and contest schedules would have to be utilized.
7. Implement a form to substantiate supplemental hours beyond other contracted work time. This form shall be kept on file at the school where the supplemental contract services are rendered and will be subject to review by the Grade Level Director (Attachment #2)
8. Implement a simple annual evaluation for supplemental contracted employees. This form shall be kept on file at the school where the supplemental contract services are rendered and will be subject to review by the Grade Level Director. A copy of the Supplemental Contract evaluation form must be provided to the employee by the principal or designee when an employee signs the supplemental contract. (Attachment #3)
9. Negotiate Master Contract language to define minimum performance requirements for supplemented positions. Clarify the use of supplemental contracts for services such as ticket taking, bus driving, concession stand operation, etc.
10. Remove language from Master Contract:
Appendix E, paragraph 6, (d)
Attend an orientation held by the district staff each year
11. Develop a checklist/flowchart for hiring supplemental contract employees.
12. Review and revise the Head Coach and Assistant Coach job descriptions.
13. Some employees could receive non-athletic and athletic supplements that total less than 36 %, but total more than three (3). We suggest negotiating a change to the Master Contract language to remove the three (3) supplement restriction but keep the 36% maximum supplement amount in place. Revise the supplement recommendation form accordingly.

Sincerely,

A handwritten signature in black ink that reads "William S. Emerson". The signature is written in a cursive style with a large, stylized 'W' and 'E'.

William S. Emerson

See Attachments #1-3

Attachment #1

B5. Supplemental Positions

B5.1 Definition

B5.2 Selection Process

B5.1 Definition

Personnel who:

- Are employed by the school district with a supplemental contract;
- Perform school-related services and duties;
- Are under the direct supervision of the school principal where the services are rendered.

B5.2 Selection Process

1. Select employee from existing school staff for the current school year if available.
2. Advertise the vacancy in accordance with the HRPB and the Master Contract. The principal shall email all staff to notice them of the supplemental vacancy at their school.
3. Interview applicants in accordance with the HRPB and Master Contract.
4. Consideration should be given to applicants (Employee Preference) in the following order:

First, district employed instructional staff.

Second, district employed educational support staff

Third, applicants who are not currently employed by the district.

Before offering a position to an applicant not currently employed by the district, a principal must consult their grade level director. The principal shall provide proof of email notification to school staff regarding the vacancy.

5. Submit selections and their supplemental recommendation form to your grade level director for approval.
6. Grade level director reviews the recommendation and then forwards the approved supplemental recommendation forms to Human Resources.

Attachment #1

C2.6 Supplemental Contracts

Supplement contracts may be either a fixed amount or a percentage amount as negotiated in the appropriate contract. Supplement contract amounts based on a percentage will be equal to the negotiated supplement percentage multiplied by the previous year's beginning salary for Instructional positions (Bachelor level) which is defined in the HR system as Salary Slot IBA00. For Educational Support positions, the amount will be based on range 7 Level 1 of the currently approved Educational Support Salary Schedule.

Employees receiving a supplement must sign and agree to the supplemental contract terms, acknowledging the contract is in effect for the entire period specified on the contract. Each employee receiving a supplemental contract will receive an annual evaluation by the principal or administrative designee of the school where the contracted employee provides the supplemental service. This evaluation must occur prior to May 30th and must occur for each supplemental contract. The site administrator must notify the supplemental contract employee in writing by June 1st if the supplement will not be received the next school year.

1. At the annual evaluation meeting, all personnel receiving supplements may be called upon to substantiate additional hours beyond other contracted work time for each supplement using the standard form provided.
2. All personnel receiving athletic supplements must provide a participant roster (*must include the coaches names) and schedule of contests to the Director of High School Education no later than the date of their first contest. Failure to do so may result in a loss/partial loss of supplemental pay.
3. The maximum for supplemental contracts will be determined by the Master Contract and will be monitored by Human Resources.
4. There shall be 1 Head Coach for each sport in accordance with the Master Contract.
5. If an employee is contracted for more than one supplement within the same athletic season (Fall, Winter, Spring), each contract requires separate practice and contest schedules.
6. When a sport is in-season as identified by FSHAA policy, each employee contracted for that sport must attend practice, contests, or sport related activities in accordance with the Master Contract and these activities will be scheduled outside any other contracted hours.

Attachment #1

7. When not in-season as identified by FHSAA policy, supplemental contract employees are still expected to assist with any duties related to their supplemental contract as determined by the Head Coach, Athletic Director, or Principal.
8. In the event an employee signs a supplemental contract for a specific sport and level (JV, 9th) and subsequently there are not enough participants to have a viable team for that sport and level, the Principal shall notify the Director of High School Education. The Director will work with Human Resources to determine if a new contract is needed to reflect a reassignment, or if the supplemental contract will be terminated at that point in time in accordance with the Master Contract.
9. All supplement only employees will attend an orientation meeting with the school principal or designee prior to serving in any capacity in the supplemented position. The orientation will include but not be limited to information on the Santa Rosa County School District Outside Support Organization Manual, travel procedures, temporary duty procedures, fund raising expectations, FHSAA rules and regulations, physical forms, and all items 1-8 above.
10. Each sport at each level (9th, JV) will be assigned a coach supplemented by the district to lead the sport. An approved volunteer coach or booster compensated coach may not be assigned to lead any sport at any level.

Attachment # 2

Santa Rosa County Supplemental Contract Activity Log 2019-2020					
Circle a code for each day of activity.					
P=Practice/Preparation C=Contest M=Meeting F=Fundraising V=Work Day/Field Maintenance					
Employee Name:		Employee Signature		Principal Signature	
Supplement Contract for:					
July 2019		August 2019		September 2019	
Date	Activity	Date	Activity	Date	Activity
1	PCMFV	1	PCMFV	1	PCMFV
2	PCMFV	2	PCMFV	2	PCMFV
3	PCMFV	3	PCMFV	3	PCMFV
4	PCMFV	4	PCMFV	4	PCMFV
5	PCMFV	5	PCMFV	5	PCMFV
6	PCMFV	6	PCMFV	6	PCMFV
7	PCMFV	7	PCMFV	7	PCMFV
8	PCMFV	8	PCMFV	8	PCMFV
9	PCMFV	9	PCMFV	9	PCMFV
10	PCMFV	10	PCMFV	10	PCMFV
11	PCMFV	11	PCMFV	11	PCMFV
12	PCMFV	12	PCMFV	12	PCMFV
13	PCMFV	13	PCMFV	13	PCMFV
14	PCMFV	14	PCMFV	14	PCMFV
15	PCMFV	15	PCMFV	15	PCMFV
16	PCMFV	16	PCMFV	16	PCMFV
17	PCMFV	17	PCMFV	17	PCMFV
18	PCMFV	18	PCMFV	18	PCMFV
19	PCMFV	19	PCMFV	19	PCMFV
20	PCMFV	20	PCMFV	20	PCMFV
21	PCMFV	21	PCMFV	21	PCMFV
22	PCMFV	22	PCMFV	22	PCMFV
23	PCMFV	23	PCMFV	23	PCMFV
24	PCMFV	24	PCMFV	24	PCMFV
25	PCMFV	25	PCMFV	25	PCMFV
26	PCMFV	26	PCMFV	26	PCMFV
27	PCMFV	27	PCMFV	27	PCMFV
28	PCMFV	28	PCMFV	28	PCMFV
29	PCMFV	29	PCMFV	29	PCMFV
30	PCMFV	30	PCMFV	30	PCMFV
31	PCMFV	31	PCMFV		

Attachment # 2

Supplemental Activity Log 2019-20					
Employee Name:					
October 2019		November 2019		December 2019	
Date	Activity	Date	Activity	Date	Activity
1	PCMFw	1	PCMFw	1	PCMFw
2	PCMFw	2	PCMFw	2	PCMFw
3	PCMFw	3	PCMFw	3	PCMFw
4	PCMFw	4	PCMFw	4	PCMFw
5	PCMFw	5	PCMFw	5	PCMFw
6	PCMFw	6	PCMFw	6	PCMFw
7	PCMFw	7	PCMFw	7	PCMFw
8	PCMFw	8	PCMFw	8	PCMFw
9	PCMFw	9	PCMFw	9	PCMFw
10	PCMFw	10	PCMFw	10	PCMFw
11	PCMFw	11	PCMFw	11	PCMFw
12	PCMFw	12	PCMFw	12	PCMFw
13	PCMFw	13	PCMFw	13	PCMFw
14	PCMFw	14	PCMFw	14	PCMFw
15	PCMFw	15	PCMFw	15	PCMFw
16	PCMFw	16	PCMFw	16	PCMFw
17	PCMFw	17	PCMFw	17	PCMFw
18	PCMFw	18	PCMFw	18	PCMFw
19	PCMFw	19	PCMFw	19	PCMFw
20	PCMFw	20	PCMFw	20	PCMFw
21	PCMFw	21	PCMFw	21	PCMFw
22	PCMFw	22	PCMFw	22	PCMFw
23	PCMFw	23	PCMFw	23	PCMFw
24	PCMFw	24	PCMFw	24	PCMFw
25	PCMFw	25	PCMFw	25	PCMFw
26	PCMFw	26	PCMFw	26	PCMFw
27	PCMFw	27	PCMFw	27	PCMFw
28	PCMFw	28	PCMFw	28	PCMFw
29	PCMFw	29	PCMFw	29	PCMFw
30	PCMFw	30	PCMFw	30	PCMFw
31	PCMFw			31	PCMFw

Attachment # 2

Supplemental Activity Log 2019-20					
Employee Name:					
	January 2020		February 2020		March 2020
Date	Activity	Date	Activity	Date	Activity
1	PCMFV	1	PCMFV	1	PCMFV
2	PCMFV	2	PCMFV	2	PCMFV
3	PCMFV	3	PCMFV	3	PCMFV
4	PCMFV	4	PCMFV	4	PCMFV
5	PCMFV	5	PCMFV	5	PCMFV
6	PCMFV	6	PCMFV	6	PCMFV
7	PCMFV	7	PCMFV	7	PCMFV
8	PCMFV	8	PCMFV	8	PCMFV
9	PCMFV	9	PCMFV	9	PCMFV
10	PCMFV	10	PCMFV	10	PCMFV
11	PCMFV	11	PCMFV	11	PCMFV
12	PCMFV	12	PCMFV	12	PCMFV
13	PCMFV	13	PCMFV	13	PCMFV
14	PCMFV	14	PCMFV	14	PCMFV
15	PCMFV	15	PCMFV	15	PCMFV
16	PCMFV	16	PCMFV	16	PCMFV
17	PCMFV	17	PCMFV	17	PCMFV
18	PCMFV	18	PCMFV	18	PCMFV
19	PCMFV	19	PCMFV	19	PCMFV
20	PCMFV	20	PCMFV	20	PCMFV
21	PCMFV	21	PCMFV	21	PCMFV
22	PCMFV	22	PCMFV	22	PCMFV
23	PCMFV	23	PCMFV	23	PCMFV
24	PCMFV	24	PCMFV	24	PCMFV
25	PCMFV	25	PCMFV	25	PCMFV
26	PCMFV	26	PCMFV	26	PCMFV
27	PCMFV	27	PCMFV	27	PCMFV
28	PCMFV	28	PCMFV	28	PCMFV
29	PCMFV	29	PCMFV	29	PCMFV
30	PCMFV			30	PCMFV
31	PCMFV			31	PCMFV

Attachment # 2

Supplemental Activity Log 2019-20					
Employee Name:					
April 2020		May 2020		June 2020	
Date	Activity	Date	Activity	Date	Activity
1	PCMFw	1	PCMFw	1	PCMFw
2	PCMFw	2	PCMFw	2	PCMFw
3	PCMFw	3	PCMFw	3	PCMFw
4	PCMFw	4	PCMFw	4	PCMFw
5	PCMFw	5	PCMFw	5	PCMFw
6	PCMFw	6	PCMFw	6	PCMFw
7	PCMFw	7	PCMFw	7	PCMFw
8	PCMFw	8	PCMFw	8	PCMFw
9	PCMFw	9	PCMFw	9	PCMFw
10	PCMFw	10	PCMFw	10	PCMFw
11	PCMFw	11	PCMFw	11	PCMFw
12	PCMFw	12	PCMFw	12	PCMFw
13	PCMFw	13	PCMFw	13	PCMFw
14	PCMFw	14	PCMFw	14	PCMFw
15	PCMFw	15	PCMFw	15	PCMFw
16	PCMFw	16	PCMFw	16	PCMFw
17	PCMFw	17	PCMFw	17	PCMFw
18	PCMFw	18	PCMFw	18	PCMFw
19	PCMFw	19	PCMFw	19	PCMFw
20	PCMFw	20	PCMFw	20	PCMFw
21	PCMFw	21	PCMFw	21	PCMFw
22	PCMFw	22	PCMFw	22	PCMFw
23	PCMFw	23	PCMFw	23	PCMFw
24	PCMFw	24	PCMFw	24	PCMFw
25	PCMFw	25	PCMFw	25	PCMFw
26	PCMFw	26	PCMFw	26	PCMFw
27	PCMFw	27	PCMFw	27	PCMFw
28	PCMFw	28	PCMFw	28	PCMFw
29	PCMFw	29	PCMFw	29	PCMFw
30	PCMFw	30	PCMFw	30	PCMFw
		31	PCMFw		

Attachment # 3



Santa Rosa County School Board

Supplemental Contract Employee Evaluation

Employee Name: _____

School Site: _____

Supplemental Contract Position: _____

School Year: 2019-2020

Relationship with students, parents, and community.

Unsatisfactory Needs Improvement Satisfactory

Compliance with all district and school policies.

Unsatisfactory Needs Improvement Satisfactory

Management of Program Responsibilities.

Unsatisfactory Needs Improvement Satisfactory

Positive Performance and Results

Unsatisfactory Needs Improvement Satisfactory

Employee Signature

Principal Signature

Date _____

Date _____

The employee signature acknowledges understanding of this evaluation, not agreement.

This evaluation will be on file at the school where the supplemental services are rendered.

Serving Santa Rosa County's Educational Needs Since 1869