# EMPLOYEE SALARY SUPPLEMENTS *Policy Code:* **7602**

The Board will pay a salary supplement to all permanent employees who begin employment prior to May 1 each year and are actively employed as of the supplement pay date.

1. The salary supplement will be based on a percentage of the employee's regular current annual salary. Compensation earned from extended employment (e.g., afterschool programs, summer school and/or travel allowances) will not be considered in determining an employee's supplement. The supplement rate will be established annually by the Board in the current expense budget.

2. Employees must work at least one-half of the fiscal school year to receive a pro-rated supplement upon retiring. Employees who resign or terminate employment during the school year will not be eligible to receive a local supplement for that fiscal year. If employment is terminated by the employer, the employee will receive a prorated supplement amount as long as the employee has worked at least one-half of the fiscal school year.

3. Local supplements will be paid June $30^{th}$ each year for all active employees hired prior to May 1. A prorated supplement amount shall be included with the final compensation of an employee retiring after working at least one-half of the current fiscal school year.

4. Effective with the 2000-2001 school year, in lieu of a salary supplement, first year teachers may elect to receive the total salary supplement, payable in one lump sum amount during the first month of employment in accordance with procedures developed by the superintendent. This pre-payment of the salary supplement is available to those first year teachers who need assistance with relocation expenses. A teacher who elects this option must sign an agreement stipulating that he or she will be liable for repayment of the supplement if he or she leaves employment with the district before the end of the contract term; repayment options may include, but are not limited to, deductions from the teacher's final regular salary payment.

Legal References:

Cross References: Employee Salary Supplements – Administrative Procedures 7602R

Adopted: April 7, 2015

First year teachers who elect the salary supplement in advance will receive payment on the first day of the ten-month school term, provided that they have been officially employed by the board, that they report to work on that day, and that they have submitted to the district finance office all required payroll information at least ten working days prior to that day. Direct deposit is not available for salary supplement paid on the first day of the ten-month school term.

First year teachers who elect the salary supplement in advance and who are not eligible to receive payment on the first day of the ten-month school term will receive payment on the first regular monthly pay date that occurs at least ten working days after the district finance office receives all required payroll information.

The salary supplement advancement is an option only for first year teachers with zero years of experience recorded or anticipated to be recorded on the teaching license.

Legal References:

Cross References: Employee Salary Supplements Policy 7602

Adopted: April 7, 2015