



SUPPLEMENTS PROCEDURE (HUM-P008)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of assigning personnel to supplemental positions for the Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources (HR) Associate
- 2.2 Activities Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Supplement Employee: Personnel who receive extra-curricular rates of pay for extra-curricular activities.
- 4.3 Supplemental School List Form: A form that lists all the supplements for the CMCSS.
- 4.4 Supplemental Code List: A list that shows each supplement by code and payment amount.

5.0 PROCEDURE:

- 5.1 Activities Coordinator sends out Supplemental School List Form (ref. HUM-F021) by May 1 of the current school year to the Principal/Supervisor to update personnel in supplemental positions for the next school year.
 - 5.1.1 Principal/Supervisor must notify personnel who are not rehired in a supplemental position by May 15 annually.
 - 5.1.2 Principal/Supervisor make changes and forwards list to Activities Coordinator for verification.
 - 5.1.3 Activities Coordinator forwards list to HR Associate after verification.
- 5.2 HR Associate enters changes in MUNIS that may have occurred from the previous year. The Supplemental Code List is used to provide the code for the supplement and the pay data.
- 5.3 HR Associate sends a notification letter to personnel who are new and/or personnel that had any changes on the Supplemental School List.
- 5.4 HR Associate makes appropriate changes to the supplemental salary schedule in MUNIS, if needed.

6.0 ASSOCIATED DOCUMENTS:



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6.1 Supplemental School List Form (HUM-F021)

6.2 Supplemental Code List

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Supplement Paperwork	HR Associates Filing Cabinet until the end of the fiscal year. They are then filed in the Personnel File.	Indefinitely	Permanent	Secured in Human Resource Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/11/03		Initial Release
1/28/04	A	Clarify scope, remove certified/classified in 4.2, specify date in 5.1, reverse 5.1.1 & 5.1.2, clarify 5.3, add appropriate salary changes are keyed in 5.4, add form number to 6.1, change employee to personnel where appropriate and update flowchart
3/05/07	B	Update responsibility, include Activities Coordinator and replace Personnel Associate with HR Associate throughout procedure, delete 4.5, revise flowchart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

