

Application Process for Supplemental Salary

Application Procedure:

1. Complete the “Supplemental Salary Application”.
2. Teacher requests will be submitted to the building administration for signature.
3. The building administrator will sign and send the “Supplemental Salary Application” to the Supplemental Salary Committee in care of the director of personnel at Cabot Public Schools Administrative Office.

Review Procedure:

1. The Supplemental Salary Committee will meet several times during the year to review applications.
2. The Supplemental Salary Committee will send a recommendation to the Personnel Policy Committee for review.
3. The Personnel Policy Committee will send a final recommendation to the superintendent.
4. The superintendent will submit the recommendation to the school board.
5. The Supplemental Salary Committee will keep all applications submitted on file.

Supplemental Salary Application

Title of Position _____

School _____ District Wide _____

Person Filling/Requesting The Position _____

Current Pay _____ Requested Pay _____

Number of Hours _____ (must be itemized on survey sheet)

Supervision of: _____ Students Number of students _____
_____ Adults Number of adults _____

Duties Based On: _____ Personal choice for an additional activity
_____ Administrative request for an additional duty

Brief job description (3 sentences)

Signature _____ Date _____

Building Administrator:

_____ approved _____ approved with changes as noted _____ denied

Signature _____ Date _____

Supplemental Salary Committee:

_____ survey completed _____ job description _____ index assigned

Signature _____ Date _____

Personnel Policy Committee:

_____ approved _____ returned to Supplemental Committee _____ denied

Signature _____ Date _____

Please answer the following questions, make a copy for yourself, and give the original to your building administrator.

Name _____

School _____

Organization or Activity _____

1. Is this organization associated with any regional, state, or national organization?

Yes (please specify) _____

No

2. What is the purpose of this organization/activity? _____

3. Is this organization/activity:

a duty assigned by an administrator?

a duty developed by you or other teachers?

a duty that is part of your job description?

a duty for which you applied?

any duty not mentioned above?

4. Identify the supervisor(s) to whom you are required to report your activities: _____

5. Who would be responsible for evaluating this program? _____

6. Current amount of compensation received for your work with this organization/activity: _____

7. What amount would you consider to be a **reasonable/equitable** compensation? _____

8. Does this organization have a constitution of written operating procedure?

Yes (attach a copy of existing documents)

No

9. In 100 or less list / describe your responsibilities. You are limited to the space provided.

Name _____

School _____

10. List the events/activities of this organization/activity.

11. Would you consider this organization/activity to be:

academic

non-academic (extra-curricular)

part of an elective course available to students

other (specify) _____

12. On average, how many students are actively involved in the organization/activity? _____

13. What kind of financial obligations are associated with this organization/activity?

local, regional, state, national dues

conference/competition registration fees (please specify) _____

other (please specify) _____

does not apply _____

14. What is the source of funding for your organization/activity?

student dues

school budget

money making activities (please specify) _____

15. In your opinion, should work with this organization/activity be rewarded with a stipend?

a stipend?

period during the workday?

Other (specify) _____

16. Does your daily schedule include a period devoted to this organization/activity?

Yes

No

Name _____

School _____

17. Estimate the time you spend being actively involved in this organization/activity.

Before School:

15-30 minutes per day

30-60 minutes per day

15-30 minutes per week

30-60 minutes per week

15-30 minutes per month

30-60 minutes per month

List your responsibilities: _____

After School:

15-30 minutes per day

30-60 minutes per day

15-30 minutes per week

30-60 minutes per week

15-30 minutes per month

30-60 minutes per month

List your responsibilities: _____

During the regular school day, e.g., lunch, preparation period, etc.

15-30 minutes per day

30-60 minutes per day

15-30 minutes per week

30-60 minutes per week

15-30 minutes per month

30-60 minutes per month

List your responsibilities: _____

Weekends:

15-30 minutes per week
30-60 minutes per week
15-30 minutes per month
30-60 minutes per month

List your responsibilities: _____

Summer

Describe any summer time spent on activities associated with this responsibility. Provide practice schedules, conference programs, etc. when available. _____

18. Describe any positive publicity that your organization/activity has generated for the Cabot Public School District. (Attach newspaper articles, etc.) _____

19. What issues that are pertinent to your duties have not been addressed in this survey?
