



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 Principal or Athletic Director
- 2.2 District Programs and Activities Coordinator
- 2.3 Human Resources Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 District Programs and Activities Coordinator
- 3.2 Human Resources Coordinator

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Supplemental Employee: Personnel who receive extra-curricular rates of pay for extra-curricular activities.
- 4.3 [Extra-curricular Activities Rates of Pay](#): Salary Schedule listing extra-curricular activity pay levels and experience steps.
- 4.4 Supplement School List: A Google Doc spreadsheet prepared by the District Programs and Activities Coordinator and Human Resources Coordinator for each school that is continuously updated for each elementary, middle and high school listing the names of current employees receiving each supplement and open positions.

5.0 PROCEDURE:

- 5.1 Human Resources Coordinator sends out notice by May 1 of the current school year to the Principal/Designee to update personnel in supplemental positions for the next school year.
 - 5.1.1 Principal/Designee must notify personnel who are not rehired in a supplemental position by May 15 annually.
 - 5.1.2 Principal/Designee makes any necessary changes by completing a recommendation form (HUM F088-A) or resignation form (HUM F088-B) and forwards to District Programs and Activities Coordinator for verification and provides documentation on changes.



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- 5.1.3 District Programs and Activities Coordinator approves and then forwards to Human Resources Coordinator.
- 5.2 Human Resources Coordinator approves and then enters changes in Munis as they occur. The Extra-Curricular Activities Rate of Pay is used for coding the supplement and the pay data.
- 5.3 Human Resources Coordinator or designee sends a notification letter to personnel who are new and/or personnel that had any changes on the Supplement School List (Google Docs). Updates to the Supplement School List (Google Docs) are made by the District Programs and Activities Coordinator

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Supplement School List (Google Doc)
- 6.2 [Extra-curricular Activities Rates of Pay](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Supplement Paperwork	Certified Employee Rep. 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
1/15/13	C	Update titles, logo, delete HUM-F021, update 5.0 Procedure section to match current process.
11/10/17	D	Updated job titles throughout. Added 3.2. Removed "forwards to CHRO" from 5.2.



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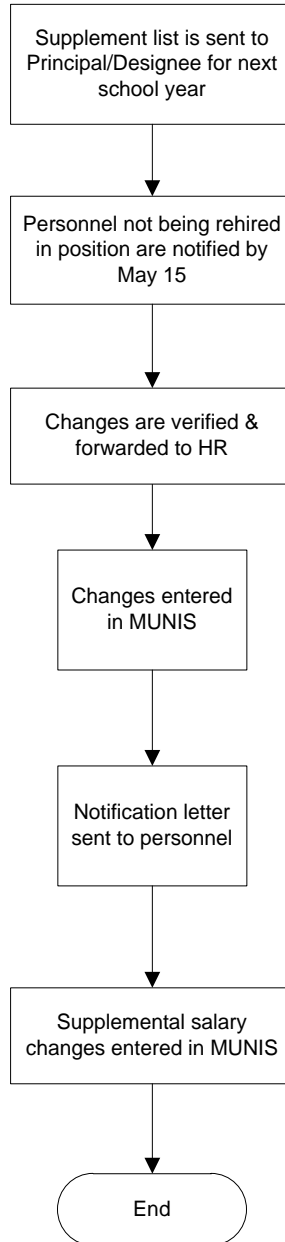
11/27/17	E	Added links to rates of pay.
3/28/19	F	Replaced "Employment Process Coordinator" with "Human Resources Coordinator" throughout procedure.
4/8/22	G	Added Human Resources Coordinator to the Responsibility section.
11/13/23	H	Updated titles in 4.4 to District Activities Coordinator

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****