

Program Regulations

1. No new activity is to be added to the list of supplemented programs without the recommendation of the supervising principal, central staff recommendation and school board approval.
2. No position step for an activity is to be changed without the recommendation of the supervising principal and the superintendent, with final approval by the board of education.
3. A person will move up one step on the yearly step component of the scale based upon the completion of one full season in that activity.
4. A new employee in a supplemented position will be placed on the scale upon an evaluation of his/her prior experience in related activities with other agencies.
5. Employees whose extracurricular assignment changes will receive credit for related assignments with the Orange County Schools, specifically, a reassignment from one site to another with the same level (head coach to head coach), the prior experience will count as a one to one basis.
Reassignment from an assistant to head role, the experience will count as a two to one basis.
6. The payment of the supplement normally occurs at the end of each sports season. Each school may, however, elect to have supplements paid twice per season ($\frac{1}{2}$ at mid-point of the sport season and $\frac{1}{2}$ at end of the sport season).
7. All supplement payments must have prior approval and are subject to IRS regulations as well as standard business affairs payroll procedures. In addition, there are to be no extra/special supplement payments that are not approved by the appropriate staff and school board.