

# LOCAL SALARY SUPPLEMENTS

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## I. Local Salary Supplement

All permanent full-time and permanent part-time Licensed Employees of Orange County Schools are eligible for the local supplement. All permanent full-time and permanent part-time Classified Employees of Orange County Schools are eligible if hired by October 1<sup>st</sup> of the prior year. Substitute personnel are not eligible for the local supplement.

## II. Date of Payment of the Local Salary Supplement

This supplement is paid monthly to licensed employees who have continuously been in active payroll status. "Active payroll status" is defined as the employee having been either physically present at work, on annual leave, on sick leave, or on worker's compensation leave for at least half of the assigned workdays in each and every pay period. Days during a pay period which are recorded as leave without pay or disability leave are not counted as days in an active payroll status.

Classified employees will receive their local supplement in one lump sum payment to be paid in November, on the last day students are in session before Thanksgiving.

## III. Amount of Payment of the Local Salary Supplement

### A. Licensed Employees

Unless documentation of a salary change through a Personnel Action form is received in the Finance Department, the local supplement payment for each eligible employee shall be calculated on the base salary paid to that individual during the current month. If a licensed employee receives an adjustment in his/her base salary that entitles the employee to a retroactive salary adjustment, then the employee will receive a retroactive adjustment in the amount of the local supplement, also.

In order for licensed staff to receive the 14% supplement, they must be employed for ten continuous years with Orange County Schools. Any break in service, excluding an approved leave of absence, will result in the eligibility period starting over upon re-entry to Orange County Schools.

### B. Classified Employees

Unless documentation of a salary change through a Personnel Action form is received in the Finance Department, the local supplement payment for each eligible employee shall be calculated on the base salary paid to that individual for the period covering October of the previous year through November of the current year.

Classified employees who resign or retire, and do not work the entire school or fiscal year are not entitled to receipt of the full amount of the supplement. The employee's local supplement payment shall be reduced in proportion to the amount of time remaining in the school or fiscal year following the employee's separation from service. Repayment of any supplement overpayment must be paid in full at the time of separation from service. Any overpayment may be withheld from the final paycheck.

**IV. Local Salary Supplement Schedule**

Principals

Elementary - \$12,000

Middle - \$17,000

High - \$23,000

Assistant Principals

11.5% - employed less than 10 years in OCS

14% - employed for 10 or more years in OCS

Directors - 12 %

Coordinators - 8%

Licensed Staff (Teachers)

10% - non-tenured in OCS

11.5% - tenured in OCS and less than 10 years teaching in OCS

14% - tenured in OCS and 10 or more years teaching in OCS

Social Workers

10% - non-tenured in OCS

11.5% - tenured in OCS

Psychologists - 10%

Classified Staff

6% - if employed by October 1 of the previous school year