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# MIAMI-DADE COUNTY PUBLIC SCHOOL

September 18, 2024, VI

SUPPLEMENT ELIGIBILITY AND GUIDELINES 2024-2025

Compensation Administration

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This handbook is to be used in determining eligibility for specific salary supplements listed in the labor contract between Miami-Dade County Public Schools and United Teachers of Dade. All salary supplements are reviewed for eligibility requirements by the Supplement Approving Office listed in the Master Supplement List available at <http://salary.dadeschools.net/supp> and must be approved before the employee will receive payment.

Supplements are additional salary for which an employee performs extra duties and/or responsibilities before during or after the regular workday.

All supplements shall be paid for time spent beyond the normal workday, additional training or assigned duties which are beyond the normal scope of employment or for alternative schools/programs as established.

All supplements are assigned and approved annually by the respective principal and/or supervisor and entitlement to such supplements must be determined for each school year or at such other time as may be specified by the Assistant Superintendent, Human Resources.

**Purposefully splitting a supplement is not allowed. The only reason a supplement can be split is if there's no other alternative. For example, if an employee goes on leave, passes away, resigns and supplement must be reassigned.**

If an employee starts a supplemental duty late or terminates from it early or for any other reason cannot complete all the requirements to receive the full supplement, personnel shall be paid a prorated amount based on the period during which the supplement duties were performed.

Payment for supplements shall be included as part of the employee's annual salary.

Hourly personnel for the most part are eligible for extra duties supplements, excluding Extra Period, ESE, Test Chairperson and are paid at the end of the school year.

# MIAMI-DADE COUNTY PUBLIC SCHOOL

September 18, 2024, VI

SUPPLEMENT ELIGIBILITY AND GUIDELINES 2024-2025

Compensation Administration

## EXTRA-CURRICULAR SALARY SUPPLEMENT ALLOCATIONS

Extracurricular and activity supplement allocations are based on the formula as outlined in the *2024-2025 School Allocation Plan K-12 schools*. The formula to calculate your supplement allocation is Base Amount + (FTE \* FTE Multiplier Rate) except for those school locations noted below which receive a flat amount determined by the Office of Budget Management.

<u>School Type</u>	<u>Base Amount</u>	<b>+</b>	<u>FTE Multiplier Rate</u>
Elementary	\$5,128	<b>+</b>	\$5.72
K-8 Centers	\$20,400	<b>+</b>	\$6.28
Middle	\$44,249	<b>+</b>	\$7.28
Senior	\$120,654	<b>+</b>	\$3.64

The schools listed below receive a flat based allocation amount as determined by the Office of Budget Management:

<b>School Nbr</b>	<b>School Name</b>	<b>School Nbr</b>	<b>School Name</b>
2861	YWAACD@JRE LEE OPPORTUNITY CTR	7371	ROBERT MORGAN EDUCATIONAL CENTER
7029	TERRA ENVIRONMENTAL RESEARCH INS	7391	MIAMI LAKES EDUCATIONAL CENTER
7033	LAW ENFORCEMENT OFF MEMORIAL	7551	SCHOOL FOR ADVANCED STUDIES HOME
7041	SCHOOL FOR ADVANCED STUDIES WOLF	7601	WILLIAM H. TURNER TECH. SENIOR H
7055	YOUNG WOMENS PREPARATORY ACADEMY	7631	YMAACD @ MACARTHUR SOUTH SR. HIG
7056	YOUNG MEN'S PREPARATORY ACADEMY	7901	NEW WORLD SCHOOL OF THE ARTS
7061	SCHOOL FOR ADVANCED STUDIES NORT	8101	YWAACD @ JAN MANN OPPORTUNITY
7081	DESIGN AND ARCHITECTURE SENIOR H	8121	C.O.P.E. NORTH ALTERNATIVE ED CT
7091	SCHOOL FOR ADVANCED STUDIES SOUT	8131	DOROTHY M. WALLACE ED. CTR.
7161	MARITIME AND SCIENCE TECHNOLOGY	8161	CORPORATE ACADEMY NORTH
7254	YMAACD @ MACARTHUR NORTH SR. HIG	8201	CORPORATE ACADEMY SOUTH

**EXTRA-CURRICULAR SALARY SUPPLEMENT ALLOCATIONS (Continued)**

The Budget Office has created a unique line number in the School Based Budget system with your school supplement allocation amount. Schools that exceed their allocation amount will be charged against their 02 account.

Salary supplements listed below do not count against your supplement allocation:

SAP Wage	Supplement Title	School Level
1076	CLUB SPONSOR - BTOP	Selected Schools Only
1750	10M-SUBSTITUTE LOCATOR	All Schools
1752	12M-SUBSTITUTE LOC (+SUMMER SCHOOL)	All Schools
1754	12M-ADULT/VOC EVE SUB LOCATOR	All Schools
10C1	DEPARTMENT HEAD (29-OVER) SENIOR	Senior High Schools
10C2	DEPTMENT HEAD (29-OVER)-12M SENIOR	Senior High Schools
10C3	DEPARTMENT HEAD (15-28) SENIOR	Senior High Schools
10CF	DEPARTMENT HEAD (15-28) MIDDLE SCHL (5)	Middle Schools
1041	TELEVISION PRODUCTION TEACHER	Secondary (Middle and Senior High)
1043	JROTC TEACHER	Senior High Schools
18D0	PHYSICAL/OCCUPATIONAL THERAPIST	All Schools
1020	PARAPROFESSIONAL/PROFOUND OR EH/TMH	All Schools
1021	PSYCHOLOGIST OF THE SED 12MTH	All Schools
1022	TCHR/COUNSELOR OF PROFOUND/EH/TMH	All Schools
1023	OCCUPATIONAL TRAINING TEAM LEADER	Selected Schools Only
1024	SECOND PRG SPEC EXEC STUD PROG (8)	All Schools
1202	VOC STUDENT ORG TEACHER DISTRICT-RG	Selected Schools Only
1025	PSYCHOLOGIST OF THE SED 10MTH	Region/District
1363	PROFESSIONAL DEVELOPMENT LIAISON	All Schools
1221	REGION CNTR HEAD/GIFTED PROGRAM	Region/District
1222	REG/DIST DEPT HEAD SCHOOL PSY	Region/District
1223	REGION CNTR HEAD/SPEECH & LANG	Region/District
1212	OFF-STREET PARKING (UTD)	Selected Schools Only
1213	OFF-STREET PARKING (AFSCME)	Selected Schools Only
1044	LEAD TEACHER - MAGNET SCHLS/PROGRMS	All Schools
1234	TEACHER-DIRECTOR OF TEC (2 X 1/8)	Selected Schools Only

**\*\*Five only and after five school is charged.**

**EXTRA-CURRICULAR SALARY SUPPLEMENT ALLOCATIONS (Continued)**

**SCHOOL SUPPLEMENT ENTITLEMENT ALLOCATION LIST**

SAP Wage Type	Supplement Title	Total	Elementary	Middle	Senior	K-8
1750	10M-SUBSTITUTE LOCATOR	1	X	X	X	X
1081	BAND DIRECTOR - MIDDLE SCHOOL	1		X		X
10D1	BAND DIRECTOR - SENIOR HIGH	1			X	
108A	CHEERLEADER SPONSOR - MIDDLE SCHOOL	1		X		
10DD	CHEERLEADER SPONSOR - SENIOR HIGH	1			X	
1084	CLUB SPONSOR - ACADEMIC AWARENESS	2		X		
1082	CLUB SPONSOR - MIDDLE/SENIOR	5(4)		X		X
10D5	DEBATE - SENIOR HIGH	1			X	
1086	DRAMATICS - MIDDLE SCHOOL	1		X		
10D6	DRAMATICS - SENIOR HIGH SCHOOL	1			X	
1050	ELEM SCHOOL ACTIVITIES SPONSOR	1	X			
1072	ELEM. DEPT/SUBJ/GRADE CHAIRPERSON	3 (1)	X			
1071	ELEMENTARY ACADEMIC ACTIVITIES SPON	1	X			
10C0	EQUAL ACCESS MONITOR	1		X	X	X
1074	FUTURE EDUCATORS OF AMERICA - ELEM.	1	X			
108D	FUTURE EDUCATORS OF AMERICA - MIDDLE	1		X		X
10DA	FUTURE EDUCATORS OF AMERICA-SENIOR	1			X	
10C5	HEAD LIBRARIAN	1(2)			X	
10DC	JV CHEERLEADER SPONSOR-SENIOR HIGH	1			X	
1080	MIDDLE SCHOOL ACADEMIC ACT SPONSOR	1		X		
1087	MUSIC - MIDDLE SCHOOL	1		X		
10D7	MUSIC - SENIOR HIGH	1			X	
108C	NATIONAL HONOR SOCIETY-MIDDLE SCHL	1		X		X
1088	NEWSPAPER - MIDDLE SCHOOL	1		X		
10D8	NEWSPAPER - SENIOR HIGH	1			X	
10D2	PERFORMING GROUPS - SENIOR HIGH	4			X	
1085	ROLE MODELS PROGRAM (SECONDARY SCH)	1			X	X
10D3	SENIOR HIGH SERVICE CLUB SPONSOR				X	
108B	STUDENT COUNCIL - MIDDLE SCHOOL	1		X		X
10D9	STUDENT COUNCIL SPONSOR - SENIOR	1			X	
1041	TELEVISION PRODUCTION TEACHER	1(3)		X	X	X
10C7	TEST CHAIRPERSON - SECONDARY	1		X	X	X
1089	YEARBOOK - MIDDLE SCHOOL	1		X		
10DB	YEARBOOK - SENIOR HIGH	1			X	

- (1) One Grade chair for every ten teachers; however, a minimum of three is allocated
- (2) Only Senior High Schools with Adult Ed Program may use this supplement
- (3) Must teach a TV PROD class and show in DSIS on workload
- (4) Senior High Schools excluded

## SUPPLEMENT BATCH PROCESS GUIDELINES

The supplement batch process is submitted by the administrator through the WAW-supplement in SAP which are approved by the supplement approving office.

Providing there are no extraordinary circumstances, payments shall be initiated within 30 working days after the start of the regular school year or, if later, within 30 days of the appointment and retroactive adjustments for the initial supplement process shall be paid no later than the last week of November.

Schools input salary supplement requests through WAW-supplement maintenance in SAP. These supplements effective date will be (8/12/2024) for returning teachers and 8/5/2024 for new teachers.

In SAP schools will use the WAW - SUPPLEMENT MAINTENANCE (ANNUAL BATCH PROCESS) screen to process supplements. Each Supplement has a unique WAGE TYPE CODE. Upon completion of batch process all requests must be made on a Supplement Adjustment Request Form (SARF) available at <http://salary.dadeschools.net/supp>

### Batch Supplement Processing Revised Schedule for 2024-2025

**SEPTEMBER** - Monday, 9/23/2024 through Friday, 9/27/2024 : Schools input salary supplement requests through WAW - Supplement Maintenance in SAP

**OCTOBER** - Monday, 10/1/2024 through Tuesday, 10/8/2024 : Supplement Approving Offices will review salary supplements requested by schools for approval.

**PAYCHECK 10/18/2024** - 1st paycheck to reflect approved salary supplements and RETRO

The WAW - SUPPLEMENT MAINTENANCE (Annual Process) **cannot** be utilized for the following situations:

- *If it is questionable whether an employee will perform the supplemental duty during the school year*
- *The supplement did not start when teachers started the school year **8/12/2024**. Supplements starting after start of school year must be submitted on a Supplement Adjustment Request Form (SARF) after the batch process.*
- *Alternative Supplement Model Supplements. Authorized Schools will receive separate instructions for processing under separate cover and must not be entered via WAW.*
- *Senior and Middle School Coaching Supplements (excluding Business Managers and Trainers) are paid through another process and not processed at this time.*
- *Hourly Personnel*
- *Supplements requiring an approved waiver must be submitted on the Supplement Waiver Request Form, FM-4509 Rev. (08-09). This form must be used when requesting the following:*
- *Extra Teaching Period Supplements (ETPS) which do not meet contractual provisions.*
- *A teacher is to receive two Extra Teaching Period Supplements. Those schools that are in the Secondary School Reform program do not have to submit a waiver for the 2<sup>nd</sup> Extra Teaching Period Supplement.*
- *A teacher is to receive more than three extra duty salary supplements. The first three supplements should be submitted through the WAW – SUPPLEMENT MAINTENANCE process. ETPS are exempt from the three-supplement limit.*

The maximum number of supplements any one employee may receive is three (excluding extra teaching period salary supplements). Under extraordinary circumstances, exceptions may be granted only by the respective Region Superintendent and Deputy Superintendent for District/School Operations and must be submitted on the Supplement Waiver Request form (4509).

#### EXTRA TEACHING PERIOD SUPPLEMENTS (ETPS)

##### Eligibility:

**You may not issue more ETPS supplements than those you purchased in SBBS, Title I, Magnet or were allocated to your location.**

Teachers who teach an extra period shall be paid additional compensation equal to their daily rate on a pro-rata basis of one-eighth of the annual salary, excluding supplements. The following requirements must be met for an extra teaching period supplement to be authorized per the UTD/MDCPS Contract:

- 1. Secondary instructional staff members who teach an extra teaching period during the regular workday shall not be required to work beyond 7 hours and 20 minutes. In order to provide students with greater course options, secondary instructional staff members who elect to teach an extra period beyond the regular workday shall receive a duty-free planning period.*



**EXTRA TEACHING PERIOD SUPPLEMENTS (ETPS) (Continued)**

- 2. Extra teaching period supplements for district-funded enhancement programs shall be authorized only for instructional purposes (i.e., courses which generate credit as determined by the State Course Code Directory). Media Specialists are not eligible for Extra Teaching Periods.*
- 3. To become eligible to receive an extra teaching period supplement, secondary teachers must be currently teaching five instructional periods and elect to teach a sixth instructional period.*
- 4. Teachers in the Secondary School Reform must teach seven periods to receive an extra teaching period and those that teach eight periods may receive 2 extra teaching period supplements (2<sup>nd</sup> extra period does not require a waiver form).*
- 5. Elementary teachers who teach an extra period in a secondary school shall be eligible for the supplement, subject to meeting the above requirements.*

**EXTRA TEACHING PERIOD SUPPLEMENTS (ETPS) (Continued)**

The following supplement codes are to be used when requesting an ETPS.

SAP Wage Type	Supplement Title
110F	EXTRA PERIOD - ESE
110G	EXTRA PERIOD - SCIENCE
110H	EXTRA PERIOD - MATH
110J	EXTRA PERIOD -LANGUAGE ARTS/READING
110K	EXTRA PERIOD - FOREIGN LANG
110L	EXTRA PERIOD - FINE ARTS
110M	EXTRA PERIOD - VOC HANDICAPPED
110N	EXTRA PERIOD - GIFTED
1104	EXTRA PERIOD - MAGNET
110C	ETPS - SCS AND SARP
1106	EXTRA PERIOD - APPLIED TECHNOLOGY
1107	EXTRA PERIOD - ESOL
1108	EXTRA PERIOD - COMPUTER EDUCATION
1109	EXTRA PERIOD - PHYSICAL AND DRV ED
110A	ETPS - EXPLORATORY, RESEARCH, EXER
110D	EXTRA PERIOD - TITLE I LANGUAGE ART
1105	EXTRA PERIOD - TITLE I SCIENCE
110E	EXTRA PERIOD - TITLE I MATH
110T	EXTRA PERIOD - TITLE I SOCIAL STUDIES
	<b>Class Size Reduction codes require prior approval by memorandum.</b>
1112	ETPS-Title 1
1113	ETPS-Title 2
1114	ETPS-Math CSR
1115	ETPS-Reading/LA CSR

**Additional Information Required:**

Electronic copies of teacher workload schedules will be provided to the Region Office for any teacher you enter an ETPS via WAW (through the batch process) afterwards through the approving office. Information will be verified. Please make sure master schedules are updated in DSIS prior to submitting requests for ETPS as those teachers not displaying 6 classes in DSIS will be denied. *(Secondary School Reform Teachers must teach seven instructional periods)*

**EXTRA TEACHING PERIOD SUPPLEMENTS (ETPS) (Continued)**

Alternative Method:

Teachers working beyond the regular school day that are not eligible for an Extra Teaching Period Supplement, may be eligible for compensation on the “AT” salary schedule. Compensation is based on degree held and total number of hours previously taught.

<b>2023-2024 (AT) SALARY SCHEDULE</b> <b>(Effective 08/07/2023)</b>				
<i>Certificated employees who work part-time on an hourly basis in other than regular K-12 programs shall be paid for all scheduled classes and assigned duties in accordance with the following schedule:</i>				
<b><u>No. of Part-Time Hours Taught</u></b>	<b><u>Bachelor</u></b>	<b><u>Master</u></b>	<b><u>Specialist</u></b>	<b><u>Doctorate</u></b>
0-500	\$27.16	\$30.21	\$32.00	\$34.12
501-1000	\$28.57	\$31.58	\$33.39	\$35.52
1,001 – Up	\$30.04	\$33.02	\$34.90	\$36.91
<i>Certificated employees who work part-time on an hourly basis in adult/vocational education programs shall receive an additional \$4 hourly premium.</i>				

Title I Language Arts EXTRA TEACHING PERIOD SUPPLEMENTS (ETPS)

The following supplement code is used for schools, authorized by Title I Administration, using their Title I allocation to cover the cost of the extra period supplements for personnel providing instructional services to eligible students.

SAP Wage Type	Supplement Title
110D	EXTRA PERIOD - TITLE I LANGUAGE ART
1105	EXTRA PERIOD - TITLE I SCIENCE
110E	EXTRA PERIOD - TITLE I MATH
110T	EXTRA PERIOD - TITLE 1 SOCIAL

**EXTRA TEACHING PERIOD SUPPLEMENTS (ETPS) (Continued)**

Exceptional Student Education (ESE)

A teacher is eligible for an ETPS 110F if they are ESE certified and are teaching ESE students in an ESE setting for an extra period. **Electronic copies of teacher workload schedules will be provided to the ESE Office for any teacher you enter an ETPS via WAW (through the batch process) afterwards through the approving office. Information will be verified. Please make sure master schedules are updated in DSIS prior to submitting requests for ETPS as those teachers not displaying 6 classes in DSIS will be denied. (Secondary School Reform Teachers must teach seven instructional periods)** Teacher to student ratios for each period will be reviewed based on the students' present level of performance and the courses (standard / modified) being taught.

**CODE 110F - ETPS- ESE**

**ALTERNATIVE SUPPLEMENT MODEL AND EDUCATION EXCELLENCE COUNCILS (EEC) SUPPLEMENTS**

Alternative Supplement Model and EEC Supplements for the 2024-2025 school year were approved by the Board during the summer recess. A separate email will go to school principals approved for the Alternative Supplement Model with instructions for processing as schools will not enter through the Supplement Batch Process. **DO NOT ENTER THESE SUPPLEMENTS THROUGH THE WAW APPLICATION.**

**INTERDISCIPLINARY TEAM LEADER AND TEACHER AS ADVISOR SUPPLEMENTS (MIDDLE SCHOOLS ONLY) (Code 10A1)**

Eligibility:

In order to qualify for the Teacher as Advisor Supplement, the school must have in existence a full-scale school-wide advisor-advisee program.

In order to qualify for the Interdisciplinary Team Leader supplement, the following criteria must be met:

- 1. The team leader must be the leader of an interdisciplinary team which consists of at least three members.*
- 2. The team must have most of the students they teach in common and have a common team planning time.*
- 3. The team leader is responsible for the coordination of a program consisting of academics, common learning skills and personal development.*
- 4. There must be proof of existence of interdisciplinary teaming, i.e., master schedule, master seat inventory, Teachers in Teams (MAC school) etc. in DSIS.*

Special consideration:

Approval is required by the appropriate Region Center, based upon submission of proof of existence of a school-wide advisory program.

**PROFESSIONAL DEVELOPMENT LIAISON (Code1363)**

A supplement is available for the teacher at your school identified as the Professional Development Liaison.

**MAGNET LEAD TEACHER (Code 1044)**

A supplement is provided to the Lead Teacher responsible for your approved magnet program.

**ALL SCHOOLS**

10-Month Sub Locator (Code 1750)- To secure substitute for absentee or temporary duty time for coverage. Organize substitute listing. Hourly personnel are eligible for this supplement.

**EXCEPTIONAL STUDENT EDUCATION:** All requests for Instructional ESE supplement (CODE 1022) and Paraprofessional (CODE 1020) must be submitted through the WAW application during the batch process and thereafter on a SARF form. **These are no longer assigned programmatically.**

**NON-INSTRUCTIONAL – ESE CODE 801 / WT 1020**

DESCRIPTION	PROGRAM
EMOTIONAL BEHAVIORAL DISABILITIES	6760
AUTISM SPECTRUM DISORDER	6821
ORTHOPEDICALLY IMPAIRED	6740
INTELLECTUAL DISABILITIES	6710
AUTISM SPECTRUM DISORDER (ASD)	6700
SECTION 504	9433



**EXCEPTIONAL STUDENT EDUCATION**

Wage Type	Wage Type Name	DESCRIPTION	Amount
1520	GEN ED CORE TCHR WITH 35% TOTAL ESE, SPECIAL AREA TCHR WITH 70% TOTAL ESE	General education teachers (core subjects only) who teach a combination of general education students and ESE students. The teacher must be the only teacher of record where 35% of the total student load is ESE students. Additionally, Special Area Teachers who teach 70% or more ESE students shall be eligible.	\$2,000
1521	ESE CORE TCHR WITH 35% TOTAL ESE	Exceptional student education teachers (core subjects only) who teach a combination of general education students and ESE students each period of a core subject. The teacher must be the only teacher of record where 35% of the total student load is ESE students.	\$2,000
1522	GEN ED CORE CO-TCHR WITH 35% TOTAL ESE	General education co-teachers (core subjects only) who teach a combination of general education students and ESE students each period of a core subject. The teacher must be in a co-teach setting each period with both teachers identified as the teachers of record. ESE students must account for 35% of the total student load.	\$1,000
1523	ESE CORE CO-TCHR WITH 35% TOTAL ESE	Exceptional student education co-teachers (core subjects only) who teach a combination of general education students and ESE students each period of a core subject. The teacher must be in a co-teach setting each period with both teachers identified as the teachers of record. ESE students must account for 35% of the total student load.	\$1,000
1524	ESE TCHR - SUPPORT FACILITATION/CONSULT ONLY	Exceptional student education teachers who are scheduled for Support Facilitation/consultation each with the scheduled reflected in ASPEN	\$1,500
1525	ESE TCHR - CO-TEACH & SUPPORT FACILITATION/CONSULT	Exceptional student education teachers who are scheduled for a combination of co-teach and support facilitation settings, with the schedule reflected in ASPEN. Both teachers must be listed as teachers of record in DSIS	\$1,000

**DEPARTMENT/SUBJECT/GRADE CHAIRPERSON (ELEMENTARY SCHOOLS ONLY) (CODE 1072)**

Allocation:

One Department/Subject/Grade Level Chairperson shall be provided for each ten (10) teacher units allocated per school, including art, music, physical education, bilingual education and exceptional student education units. Every elementary school shall have a minimum of three (3) department chairpersons.

**DEPARTMENT HEAD (SECONDARY SCHOOLS)**

<u>SAP Wage Type</u>	<u>Name</u>	<u>Level</u>	<u>Comments</u>
10CF	Department Head (Small)	Middle	total of 5 are allowed*
10CC	Department Head (Small)	Middle	
10CB	Department Head (Large)	Middle	
10C3	Department Head (Small)	Senior	
10C1	Department Head (Large)	Senior	

*\*Middle Schools are awarded a total of 5 Small Department Head Supplements that are not counted against the Supplement Allocation.*

Eligibility:

Department Heads must supervise a minimum of three (3) full-time teachers (not support staff, paraprofessionals, office employees, or other non-teaching job positions) to receive the small department head supplement or supervise a minimum of six (6) full-time teachers to receive the large department head supplement. School principals must submit the name of the department upon entering the supplement. In addition, school principals must maintain a roster of teachers under the supervision of the department head upon request by the Athletics and Activities Department.

**SECONDARY PROGRAM SPECIALISTS**

Secondary Program Specialists can only receive the Secondary Program Specialist supplement (CODE 1024). Department Head responsibilities must be assigned to someone other than the Secondary Program Specialist.

**GRADEBOOK MANAGER (Code 1528)**

Grade Book Managers amount is determined by chart below:

Student Enrollment (October FTE)	Gradebook Manager Supplement Amount
100-500	\$500
501-750	\$600
751-1000	\$700
1000-1500	\$800
1501-2000	\$900
2001+	\$1000

**SCHOOL SECURITY MONITOR LEAD (Code 1033)**

A full-time School Security Monitor, selected by the principal, will be designated as the Security Monitor Lead. The Security Monitor Lead will attend mandatory training provided by School Safety and Compliance aligned with Florida Statutes.

Number of Security Monitors per School Site	Supplement Amount
0 - 4	\$750
5 - 9	\$1500
10 -14	\$2000
15+	\$2500

**INTRAMURAL/ACTIVITIES SPONSOR (ELEMENTARY SCHOOLS ONLY)**Eligibility:

The intramural before or after school play supplement is for the specific purpose of offering physical education or sports activities before or after school. The Elementary School Activities Sponsor (ESAS) supplement should be utilized for activities such as computer, debate, drama, music and other club activities.

Allocation:

Supplements will be allocated at the same level as the physical education teacher allocation. If a school is allocated two physical education teachers, it will be entitled to two full supplements of a combination of intramural and activities supplements. In the case of fractional physical education allocations, the supplement allocation will be rounded up to the next whole number. Each Intramural and/or Activities Sponsor supplement assigned is rounded against the school's intramural allocation.

Special consideration:

A full-time intramural supplement will be interpreted to be five hours of work per week for the entire school year. A fractional intramural supplement would reflect the following time commitment:

**SAP Wage Type**

1054	1/3 supplement = 1 hour 40 minutes per week
1053	1/2 supplement = 2.5 hours per week
1052	2/3 supplement = 3 hours 20 minutes per week

*Principals may fractionalize the units up to the total of the allocation for that school.*

Comments required:

**Intramural and activity sponsor supplements require that the type of activity be indicated in the comments section.**

**ACTIVITIES (SECONDARY SCHOOLS ONLY)**

**CLUB SPONSOR (CODE 1082)**

A generic Club Sponsor Code is available for most after-school activities; however, there are specific codes to be used as listed below. Middle schools are allocated a maximum of five (5) Club Sponsors and Senior High Schools have no limit but cannot go over the school supplement allocation amount. **ONLY FULL-TIME INSTRUCTIONAL PERSONNEL MAY SPONSOR A CLUB.**

**ACADEMIC/ACTIVITIES SPONSORS CODE 1080)**

Valid for Middle Schools only (i.e., National Honor Society, Spelling Bee Bowl)

**SENIOR HIGH SERVICE CLUB (CODE 10D3)**

Valid for Senior High Schools only (i.e., Class Sponsor, National Honor Society, LEO Club, Key Club)

**5000 ROLE MODEL SPONSORS (CODE 1085)**

Valid for Secondary Schools Only

**NATIONAL HONOR SOCIETY SPONSOR (CODE 108C)**

Valid for Middle Schools only

## ACTIVITIES (SECONDARY SCHOOLS ONLY)

### EQUAL ACCESS MONITOR (CODE 10C0)

Valid for Secondary Schools only. (i.e., Bible Study Group)

#### Comments required:

**Senior High Service Club Sponsor, Club Sponsor, Performing Group and Department Head supplements require that the name of the club/department be designated.**

#### Special consideration:

**ONLY FULL-TIME INSTRUCTIONAL PERSONNEL MAY SPONSOR A CLUB.** For supplements such as Newspaper and Debate, extracurricular activities are necessary for the teacher to be eligible for the appropriate supplement. All clubs and organizations approved by the principal to operate within the school for which the principal is responsible must comply with administrative regulations.

The charter and constitutions setting forth the purposes, qualification for membership, and the rules of conduct of each approved club or organization, and list of student officers shall be kept on file by the school and always be available to all students and instructional personnel. Principals should review and be familiar with Club Advisor, Booster Club, and Performing Group Guideline documents available [Dadeschools.net - Salary Supplement Handbook](https://www.dadeschools.net).

## DISABLED SPORTS COACHING SUPPLEMENTS

### Eligibility:

Coaching supplements for personnel working with the Disabled Sports Coaching program shall be paid to such individuals based upon the disabilities and seasons coached as a lump sum payment upon conclusion of the sport and will pay through another process and not the Supplement Setup System. A maximum of three increments shall be paid to an individual and each school is limited to five supplements. The following increments are available:

#### 1. Disabled Sports Program

PI1	=	Sports for Physically Impaired- Fall Season
PI2	=	Sports for Physically Impaired- Spring Season
VI1	=	Sports for Visually Impaired- Fall Season
VI2	=	Sports for Visually Impaired- Spring Season
VI3	=	Sports for Visually Impaired- Goal Ball
HI1	=	Sports for Hearing Impaired- Fall Season
HI2	=	Sports for Hearing Impaired- Spring Season

#### 2. Special Olympics

SO1	=	Sports for Mentally Handicapped- Fall Season
SO2	=	Sports for Mentally Handicapped- Spring Season
SO3	=	Sports for Mentally Handicapped- Summer Season
SO4	=	Sports for Mentally Handicapped- Unified Basketball
SO5	=	Sports for Mentally Handicapped- Unified Bowling

### DISABLED SPORTS COACHING SUPPLEMENTS (Continued)

#### Special consideration:

Persons receiving one supplement are listed as code 8031. Those receiving two supplements are listed as 8032 and three supplements as 8033. **COACHING SUPPLEMENTS CANNOT BE PRO-RATED BETWEEN TWO EMPLOYEES.**

#### Comments required:

The specific disability(ies) and season, as highlighted above in bold, must be indicated, in addition to the column number.

### MIDDLE SCHOOL SPORTS PROGRAM

#### Eligibility:

Middle school Coaching assignments will be paid as a lump sum payment upon conclusion of the sport and will pay through another process and not the Supplement Setup System. Information will be sent to Middle School Athletic Directors and Principals in November regarding payment processing. **COACHING SUPPLEMENT CANNOT BE PRO-RATED BETWEEN TWO EMPLOYEES.**

Coaching and intramural supplements for personnel working in the Middle School Sports Program shall be paid to such individuals, except that a maximum of four coaching supplements shall be paid to an individual, providing that there is no overlap of sport seasons (Refer to the Middle School's Athletic Calendar).

Paraprofessional I's or Security Monitor I's may receive supplement if: (1) has a valid coaching certificate, (2) there are no instructional employees interested in the supplement(s). At the discretion of the principal, the combination of coaching and intramural supplements is established as follows:



**MIDDLE SCHOOL SPORTS PROGRAM (Continued)**

*Twelve \$451 intramural supplements shall be allocated to each middle school, if needed. Each supplement shall be for a six-week period. Intramural supplements may not be paid for a "try-out time" for coaching a sport (see next paragraph).*

*Coaching supplements shall be \$691 per sport, except for bowling, since the bowling season will be a minimum of three weeks in length. The bowling supplement shall be \$340. All other sports with coaches receiving supplements shall be a minimum of six weeks in duration. A coach shall not receive more than one supplement per sport, and a coach shall not coach more than two teams in the same sport.*

*Middle schools shall have no more than 16.5 coaching supplements allocated as follows:*

- *Sports entitled to two supplements per school, male and female teams (one each):*

Basketball	Track and Field	Soccer	Volleyball	Softball
Cross Country	Swimming	Bowling		

- *Sports entitled to one supplement per school:*

Tennis	Wrestling	Golf		
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- *Unassigned coaching supplements may be converted, at the discretion of the principal, to intramural supplements. One coaching supplement will convert to two intramural supplements. A school may not exceed a total of 20 intramural supplements.*

**MIDDLE SCHOOL SPORTS PROGRAM (Continued)**

Comments required:

The supplement screen will not designate the specific sport coached. **It is required that the specific sport, as well as girls, boys or co-ed, be designated using the following abbreviations:**

<b>BB</b>	Basketball (Boys)	<b>BB-G</b>	Basketball (Girls)
<b>CC</b>	Cross Country (Boys)	<b>CC-G</b>	Cross Country (Girls)
<b>SOC-B</b>	Soccer (Boys)	<b>SOC-G</b>	Soccer (Girls)
<b>SB</b>	Softball (Boys)	<b>SB-G</b>	Softball (Girls)
<b>TR-B</b>	Track (Boys)	<b>TR-G</b>	Track (Girls)
<b>BOWL</b>	Bowling (Boys/Girls)	<b>SW</b>	Swimming (Boys/Girls)
<b>TEN</b>	Tennis (Boys/Girls)	<b>GOLF</b>	Golf
<b>WR-B</b>	Wrestling (Boys)	<b>V-B</b>	Volleyball (Boys)
		<b>V-G</b>	Volleyball (Girls)

**ATHLETICS (SENIOR HIGH)**Special consideration:

All Head and Assistant Coaching assignments will be paid as a lump sum payment upon conclusion of the sport and will pay through another process and not the Supplement Batch Process. Information will be sent to Athletic Directors and Principals in November for payment processing. **COACHING SUPPLEMENTS CANNOT BE PRO-RATED BETWEEN TWO EMPLOYEES.**

The positions of Athletic Director, Business Manager, and Athletic Trainer are distinct positions. Bargaining unit members shall not be authorized to hold any more than one of these positions during the same school year. The Athletic Director, Business Manager, and Athletic Trainer may not coach any sport.

**Except where agreed to by the Board and the Union, full-time and/or part-time non-instructional employees may not serve as coaches; however, non-instructional employees who obtain a coaching endorsement may be eligible to serve as a coach. Additionally, said non-instructional employees are not eligible for regular supplements specified in the MDCPS/UTD contract, except upon agreement of the parties.**

All Athletic supplements and provisions of the M-DCPS/UTD Contract, Appendix E, are in compliance with Title IX regulations. If is necessary for one person to coach both boys and girls, when the allocation table calls for separate coaches and the seasons run concurrently, the coach shall be paid the regular supplement for the one assignment. Such assignments shall be requested by the principal and approved by the Assistant Superintendent for School Athletics and Activities.

Allocation

Eight assistant coach (discretionary) supplements are to be paid in accordance with the appropriate sport. Use football codes only when the discretionary supplement is used for football. All discretionary assistant coaching supplements are to be paid the amount listed under that supplement, with the exception of second semester football. The specific sport must be indicated for discretionary supplements in the comments section.

### **ATHLETIC TRAINERS**

This supplement is valid for classroom teachers who carry a full teaching schedule and perform additional duty as Athletic Trainer. **Full-time Athletic Trainers (job code 0981) are not authorized to receive this supplement as this is their primary job responsibility.**

### **JROTC INSTRUCTORS (CODE 1043)**

These teachers are automatically eligible for this supplement based on their assignment of JROTC (job code 2000 and 2001); therefore, no further action is required by the schools.

### **TELEVISION PRODUCTION TEACHERS (CODE 1041)**

#### Eligibility:

In order to qualify for the Television Production Teacher Supplement, the teacher must meet the following criteria:

- Teacher must be full-time, teach a minimum of one period of television production (as displayed in DSIS), be responsible for the television production studio, and sponsor documented student activities in television production beyond the regular school day.
- One supplement available per eligible secondary school; school must have a television production studio.
- Schools with large TV production programs that utilize more than one TV production teacher must secure an approved supplement waiver form or the supplement will not be paid.