

UNITED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

**328-AR-2. Determination of Supplemental Salaries for Clubs and Extra-Curricular
Activities/Duties**

A prescribed method of determining supplemental pay for clubs and extra-curricular activities or duties is established to achieve the following objectives:

1. To establish predetermined rates of pay as positions become vacant.
2. To provide an orderly transition from the current method of pay.
3. To recognize experience during employment in an activity at United.
4. To recognize differences in activities based upon:
 - a. Community interest.
 - b. Required time beyond the regular work day and number of activities.
 - c. Age/grade/number of participants supervised, when applicable.
5. To provide orderly budget development over a period of years.
6. To encourage employees to remain in the activity.
7. To minimize personality preferences in selecting salary rates for advisors.
8. To encourage advisors to move up in the system as positions become vacant.

Guidelines

All prescribed pay levels will apply as positions become vacant or as currently employed advisors can fit into the system.

1. For the period of transition, the employee will be placed on the new base if the newly established base is higher than the current rate. Otherwise, new salary increases will be based on the yearly rat that includes the raise. There will be no retroactivity for salary or bonuses. Once an employee is placed on a level, then future considerations will be based on prescribed levels. No person will be reduced in pay to fit into the pay levels.

2. Positions identified as receiving no yearly increase (NYI) will remain constant. The base will not increase and there will not be any yearly raises or longevity bonuses. These positions are as follows:
 - Summer Agriculture Program Advisor
 - Musical Choreographer
3. The base salary for each position other than those identified as “NYI” will not increase for the 2017-18 school year. The 2017-18 base salary will be frozen at the 2014-2015 rate in an effort to balance the budget due to drastic State funding cuts. The School Board will review all base salaries of all positions every five (5) years, or sooner s needed.
4. When determining salary, the Superintendent is authorized to allow full credit for actual experience in other accredited schools in the same activity and partial credit for actual experience in a non-accredited school setting. Credit will be determined by multiplying two percent (2%) times the base salary of the new position for each year of eligible experience to a maximum of ten years. Volunteer activity experience will not be considered.

Only the positions identified on the prescribed pay chart will be considered extracurricular activities.

No consideration will be given for extended seasons or special projects.

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