



Human Resource Services

Additional Amounts – Guidelines

Salary Schedules W, V and H

Department Heads

Department Head additional amounts are determined by the number of periods of instruction that one oversees. This total should not include the number of periods that the Department Head teaches.

One person Department Head amount is used when the Department Head does not oversee other teachers.

If one teacher oversees more than one department (subject area), the additional amount will be calculated by adding each Department Head additional amount separately. For instance, if one is Department Head for Math (12 periods of instruction) and Science (10 periods of instruction), then the additional amount would be $\$205.93 + \$102.96 = \$308.89$ (traditional calendar).

If two teachers share a department, the additional amount will be based on the number of periods that each actually oversees. For instance, if the department has a total of 21 periods of instruction and one teacher oversees 10 periods of instruction, the additional amount will be $\$102.96$ (traditional calendar). The other teacher oversees 11 periods of instruction so the additional amount will be $\$205.93$. If two teachers oversee a department with 60 periods of instruction and each oversee 30 periods, then they would both receive $\$205.93$ (traditional calendar).

High School Head Librarians

High School Head Librarians receive an additional amount of $\$214.21$.

Head Start Head Teachers

Head Start Head Teachers receive an additional amount based upon the number of students at their site. The additional amount will vary depending upon the number of QWs worked.

Schedule W

ADDITIONAL AMOUNT

Middle and High School Department Heads, High School Head Librarian
Traditional and Year-Round Calendars
2007 – 2008

Department Head Stipend Determination (Periods of instruction must be within Department)	Traditional Calendar (10.2 QW)	Year-Round Calendar (13 QW)
One Person Department	\$51.49	\$40.40
2 – 10 Periods of Instruction within the Department	\$102.96	\$80.78
11 – 33 Periods of Instruction within the Department	\$205.93	\$161.58
34 – 47 Periods of Instruction within the Department	\$412.42	\$323.59
48 or more Periods of Instruction within the Department	\$617.82	\$484.76

High School Head Librarian	\$214.21	n/a
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* If a Department Head is ill or absent for a period of thirty (30) workdays or more and another department member is assigned to perform the Department Head duties, the employee performing the duties shall receive the Department Head pay. Please submit two VAs (type 9) ~ one to delete the additional amount from the absentee's assignment and one to add the additional amount to the person who is assuming the Department Head duties. The class codes must also be changed on each assignment.

Schedule V
STRUCTURED LEADERSHIP DIFFERENTIALS
 (Curriculum and Special Education Leadership Positions)
 Traditional and Year-Round Calendars
 2007 – 2008

Step	Traditional Calendar (10.2 QW)	Year-Round Calendar (13 QW)
A	\$102.96	\$80.78
B	\$205.93	\$161.58
C	\$617.82	\$484.76

Step A Differentials are for all Special Education Lead Teachers serving in schools to which at least two (2) Special Education Teachers are assigned.

Step B Differentials are for the two (2) Head Teachers responsible for the Science Resource Center and the Instructional Materials Workshop, and Special Education Lead Teachers serving in schools to which three (3) or four (4) Special Education Teachers are assigned.

Step C Differentials are for all Curriculum Leadership positions. In addition, differentials are for all Special Education Lead Teachers serving in schools to which five (5) or more Special Education Teachers are assigned.

***If a Special Education Lead Teacher is the only Special Education Teacher assigned to a school, he/she shall be compensated for additional service at his/her hourly rate.

Schedule H
 ADDITIONAL AMOUNT
 Head Start Head Teachers
 Traditional and Year-Round Calendars
 2007 – 2008

Criteria	Traditional Calendar (10.85 QW)	Year-Round Calendar (13 QW)
Fewer than 85 students	\$274.95	\$229.48
At least 85 students	\$412.42	\$344.21
At least 130 children or at least 100 students with either a full day or full year program at the site	\$549.04	\$458.24

Class Codes

For those with additional amounts

Class codes create the title abbreviations in LYNX. Below you will find the class code which is always five numbers, followed by the title abbreviation that will be on the LYNX assignment and the expanded definition of the title abbreviation. Please indicated the appropriate class code in the comments section of the VA.

Head Start Head Teacher

00354	HD ST HD Tchr	Head Start Head Teacher
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High School Head Librarian

00312	Hd Librarian	Head Librarian
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Middle and High School Teachers

00310	JROTC Army D Hd	JROTC Army Department Head
00311	JROTC Navy D Hd	JROTC Navy Department Head
00319	Tchr DH Sec	Teacher Department Head Secondary
00387	Prog Fac/Dpt Hd	Program Facilitator Department Head
00415	TC T EI Dept Head	Temporary Contract Teacher Elementary Department Head
00416	TC T Sec Dept Head	Temporary Contract Teacher Secondary Department Head

Special Education Teachers

00899	T DH Sec Sp Ed	Teacher Department Head Secondary Special Education
00901	T DH EI Sp Ed	Teacher Department Head, Elementary Special Education
00908	TC DH EI Sp Ed	Temporary Contract Teacher Department Head Elementary Special Education
00909	TC Sec DH Sp Ed	Temporary Contract Teacher Secondary Department Head Special Education
03315	Sp Ed Lead T TC	Special Education Lead Teacher Temporary Contract
03316	Sp Ed Lead T RC	Special Education Lead Teacher Regular Contract

VA Guidelines

Adding the additional amount

Use VA type 09 ~ Department Head / Additional Amount
This VA type is used to add all additional amounts.

Enter the periods of instruction for Department Heads.

VA type 09 is used to add or delete Structured Leadership Differentials from the assignment. For Structured Leadership Differentials enter "1" in the periods of instruction and indicate the appropriate step placement in the comments section.

The appropriate class code should be indicated in the comments section of the VA (see page 5)

Removing the additional amount

Use VA type 09 ~ Department Head / Additional Amount
This VA type is used to remove all additional amounts

The periods of instruction field (Per #) is blank

The additional amount field (Addl Amt) is blank

The appropriate class code should be indicated in the comments section of the VA
Example:

00400 TEACHER, ELEMENTARY
00401 TEACHER, SECONDARY