

Supplemental Timeline Procedures and Pay Dates for the 2018-2019 School year

Supplemental Contracts (Athletic and Non-Athletic)

No coach is submitted for Board approval without all certifications met. Background check must be completed.

Packet from personnel including instructions for payroll. Personnel Office will collect paperwork. Paperwork must be submitted to payroll department in a timely manner.

Fall Dates for payment

50% paid on September 14th

Final payment (50%) when all duties are complete. **Requires signature of Athletic Director or supervisor.** Checks (a live, separate check) will be available beginning on October 19th).

Winter Days for payment

50% paid on December 21st

Final Payment (50%) when all duties are complete. **Requires signature of Athletic Director or supervisor.** Checks (a live, separate check) will be available beginning on February 8th).

Spring Dates for Payment

50% paid on March 29th

Final Payment (50%) paid when all duties are complete. Checks (a live separate check) will be available beginning on May 17th. **Requires signature of the Athletic Director or supervisor.**

Supplemental Contracts/Non-Athletic

50% payment December 21st

Final Payment will be available beginning May 17th (this will be a live, separate check). **Requires signature of supervisor indicating that all duties have been completed.**