



# SCHOOL BOARD OF POLK COUNTY

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## MEMORANDUM

### Board Members

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C. WESLEY BRIDGES, II  
General Counsel

May 17, 2011

HRS Memo #11-029  
Contact: Mary Lou Young,  
Personnel Assistant  
Phone: 519-3630/51268

**To: Principals, Assistant Principals, Principal Secretaries, Senior Directors, Associate Superintendents, Assistant Superintendents, Human Resource Services -- All Staff**

**From: Dennis F. Dunn, Interim Assistant Superintendent, Human Resource Services**

**Subject: Extended Contracts**

As noted in the Staffing Plan, "Adherence to the provisions within the Appendix A of the Staffing Plan is contingent upon availability of funds". Because of current budget concerns, the District will limit Extended Contract approvals to certain Mission Critical or legally mandated circumstances.

- A limited number of extended days will be granted to agriculture teachers. Prior approval by David Byrd and John Small must be documented before the form is submitted to HRS.
- The needs of cooperative education teachers-coordinators will be evaluated for approval by Serena Peeler and John Small. Their signatures will be required prior to submission to HRS.
- The number of DJJ staff who will be granted extended days will be limited to the number required by law. Prior approval by Cheryl Hallman and Bruce Tonjes must be documented before the form is submitted to HRS.
- Grant funded days will require prior approval from the Associate Superintendent or Assistant Superintendent whose division oversees the grant. Approving signature must be obtained before form is submitted to HRS.
- Extended days required to complete adult programs in progress at the site-base-funded Career Centers may be approved through John Small's office and the form subsequently submitted to HRS.
- School Psychologist and Social Worker extended days, as allocated in the Staffing Plan and deemed necessary by Nancy Woolcock, will be funded by grant monies. Once she has approved the extended days, the form with her signature will be submitted to HRS.

**Administration**  
SHERRIE B. NICKELL, Ed.D.  
Superintendent

- Secondary Guidance Counselors have been listed in the Extended Contracts of the Staffing Plan in the past but all are scheduled to work 216 days (11 months) as their regular work schedule. There is provision for flexibility in the timing of those days that will fall outside the regular 10-month teacher work schedule to meet the best interest of students and staff. It is not necessary to file a request for Extended Contract for Secondary Guidance Counselors. Their schedules are monitored at the school site to ensure the total of 216 days is worked by each counselor.
- Ten-month JROTC Instructors are eligible for five days of extended contract to cover JROTC Summer Camp. Individual requests will be subject to the approval of David Lewis.

Extended Contract days beyond those outlined above will be denied. **No employee may work extended contract days without verified approval from Human Resource Services.**

The Extended Contract Survey form can be found in Outlook under *Public Folders > All Public Folders > Human Resource Services > Personnel Dept. > Extended Contracts*. A copy is attached to this email for your convenience. Please copy, complete and be sure the extended contract survey is signed by all required as outlined above and return the forms to *Mary Lou Young in Human Resource Services, Rt. E, no later than May 27, 2011*. Approved Extended Contract Survey forms (originals) will be returned to you for payroll back up.

Payroll Secretaries then enter the hours for each day worked on SAP. Record on SAP Main Menu > Human Resource > Time Management > Time Sheet > CATS Classic > Record Working Times > Enter. Use 0I26 "Extended Contract" for the code. Time should be approved during your normal payroll cycle. Payments will be made at the end of June and July as part of the payroll cycle and will appear on regular checks as "Extended Contract" with hours and pay indicated. Other payments for dates worked during the fall and spring will be made during your normal payroll cycle.

Thank you for your cooperation with this process.

