

NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT

To: All Supervisors of Supplemental Contracts
From: Treasurer S. Napier, Treasurer
Date: August 4, 2011
Re: Supplemental Contracts

Seasonal Contracts

Half the contract amount will be paid mid-season; with the balance of the contract paid upon completion of the season and the employee's duties.

Supervisors must submit a written recommendation for payment to the superintendent for approval both mid-season and upon completion of their duties. The recommendation must include the exact title of the position and the pay level as it appears in either the OAPSE or NREA contract and the employee's legal name. This recommendation should be forwarded to the central office in the *red payroll folder* according to the following payroll schedule.

Payroll Schedule for Seasonal Contracts

	Forms Due	Payroll Date
Fall Mid-Season	September 19, 2011	September 30, 2011
Fall Final Payment	November 17, 2011	November 30, 2011
Winter Mid-Season	December 19, 2011	December 30, 2011
Winter Final Payment	March 2, 2012	March 15, 2012
Spring Mid-Season	April 17, 2012	April 30, 2012
Spring Final Payment	June 4, 2012	June 15, 2012

Remember, all supplemental contracts holders that are not full-time employees must complete a job calendar detailing the number of service days for retirement reporting purposes (blank calendars are enclosed).

Non-Seasonal Contracts

Non-seasonal supplemental contracts will be paid in eighteen (18) payments starting September 30, 2011 and ending June 15, 2012.

If during the school year an employee is not performing his or her supplemental duties, you must make written notification immediately to the superintendent and this office. Please include the date the employee stopped performing their supplemental duties so the necessary payroll adjustments are made in a timely manner. Should you have any questions please phone me and we will be happy to help.