



Employee & Retiree Service Center

Salary Supplement Verification Forms

Fiscal Year (FY) 2019 Verification of Department Size for Resource Teachers, Resource Counselors & Content Specialists

Instructions for completing the online FY 2019 Verification of Department Size form are attached.

Resource teachers and middle school content specialists are eligible to receive a salary supplement based on the size of their department.

Resource teachers:

- 4 to 9 teachers = \$2,750
- 10 to 14 teachers = \$3,450
- 15 or more teachers = \$4,425

Middle school content specialists:

- 4 to 9 teachers = \$2,750
- 10 or more teachers = \$3,450

Middle school and high school resource counselors, as well as high school athletic directors receive a fixed supplement.

Resource counselors:

- Middle school = \$2,750
- High school = \$4,425

Athletic directors

- High school = \$7,000

Please use the following criteria when identifying staff members in each resource teacher, resource counselor, and middle school content specialist department:

- A staff member is listed as part of a resource teacher's, resource counselor's, or middle school content specialist's department when part of the resource teacher's, resource counselor's, or content specialist's primary responsibility is to oversee or coordinate the work of the employee.
- A staff member can be listed as part of up to two departments. If the staff member meets the criteria for more than two departments, an exception may be requested by e-mailing Mrs. Dyan K. Gomez, supervisor, School and Financial Operations Team, Office of Chief Financial Officer.
- Resource teachers, resource counselors, or middle school content specialists who function as coordinators of special programs such as IB, MYP and Signature Coordinators may include a staff member if the staff member is part of the special program's department and the coordinator is responsible for supervising him or her.
- The resource teacher's, resource counselor's, or middle school content specialist's name should also be selected, whether he or she supervises other staff or not.
- The submission deadline for the online verification form is: **September 28, 2018.**

