

**EMPLOYEE CONTRACTS**

Contracts are required to protect the interests of the employee and the school district. It is the duty of the superintendent to develop and adopt standard contract procedures and forms conforming to all applicable laws, rules and regulations in order to avoid misunderstanding between the signatories. Every permanent employee shall be required to execute a contract with the school district covering regular salary and supplemental wages.

**ADOPTION: August 1999**

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Employees will be afforded ample opportunity to know and understand the basis for, and the amount of, total compensation including salaries, supplemental wages and fringe benefits.

<b>Event</b>	<b>Employee Receives:</b>
Finalist for Position	<ul style="list-style-type: none"> <li>• Nomination form showing salary components and total salary.</li> <li>• Copy of fringe benefit policy GCBBD/GDBBD.</li> <li>• Copy of Individual Employee Retirement Investment policy GCBDA/GDBDA</li> <li>• Copy of leaves and absences policy GCC/GDC.</li> </ul>
Hired for Position	<ul style="list-style-type: none"> <li>• Employment contract requiring signatures.</li> <li>• Criminal Record Check Procedure and forms.</li> <li>• Employee benefits and enrollment forms (e.g., health, dental, life and disability insurance, individual retirement investment fund , federal withholding, N.H. Retirement System, etc.).</li> </ul>
Rehired to Position	<ul style="list-style-type: none"> <li>• Employment contract requiring signature.</li> <li>• Statement of salary components.</li> </ul>
Annually, in October	<ul style="list-style-type: none"> <li>• Individualized report on salary, benefits, and dollar value.</li> </ul>

**SUPPLEMENTAL WAGES**

The Internal Revenue Service (IRS) defines supplemental wages as compensation paid in addition to the employee’s regular wages. In the Souhegan school district these include, but are not limited to, wages paid for various coordinating activities, sports coaching, co-curricular

advising, curriculum development, critical friends group coaching, special assignments, adult education, summer school; also, supplemental wages received for overtime, attendance awards, early retirement incentives, severance pay, honors and awards, payments for non-enrollment in health insurance, school van driving, and compensation received for teaching inservice workshops.

Supplemental wages will not be combined with regular wages, but will be paid separately (or combined in a single payment with the purpose and amount of each supplement payment stated). The district is required by the Internal Revenue Service to withhold income tax from an employee's supplemental wages using one of two methods:

- 1) Withhold a flat percentage determined by the IRS.
- 2) Add the supplemental and regular wages for the most recent payroll period this year. Then figure the income tax withholding as if the total were a single payment. Subtract the tax already withheld from the regular wages. Withhold the remaining tax from the supplemental wages.

The district shall withhold the flat percentage determined by the IRS.

Other deductions from supplementary wages include New Hampshire retirement, medicare, and contributions to individual employee investment fund.

The superintendent, in consultation with the principal, shall develop and publish a schedule for the payment of supplementary wages.

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