

TALENT DEPARTMENT

Guidelines for PRINCIPALS & ATHLETIC DIRECTORS in Regard to Differential Positions

1. Differential Rosters will be provided to each Principal/Athletic Director by Compensation prior to the beginning of each school year.
 - Principals/Athletic Directors should complete the new Differential Roster with all positions that have been filled at that time.
 1. All CTU members automatically maintain their Differential positions from year to year (unless it is an athletic position, and the coach does not hold a valid issued PAP).
 2. Differential positions held by non-CTU members are considered vacant at the end of the school year and must be posted.
 3. Any person holding a differential position must also be in the position in Workday. If the person is a CTU member who is maintaining the same position from the prior year, your Talent Management Partner (TMP) may assist you in placing the person into their existing position in Workday. New persons in a position should have gone through the standard Workday application and placement procedure. Please see your TMP if you have questions regarding this procedure.
 - Rosters must be signed by the Principal, AD, and UCC.
 - Rosters should be returned via scan and email to compensation@clevelandmetroschools.org.
2. All individuals in an Athletic Coaching position receiving a differential must have a valid, issued Pupil Activity Permit ***prior to the Coaching season*** for which they are hired.
 - **Principals/Athletic Directors must verify that each coach included on their Differential Roster has a valid issued PAP before returning their roster to Compensation.**
 - ***PLEASE BE ADVISED: Any coach who does not hold a valid issued PAP at the time their coaching season begins will not be issued a contract, nor will they be compensated.***
 - Any Differential position held by a Coach who does not have a valid issued PAP on the first day of the coaching season should be considered vacant and posted immediately
 - You may contact Teresa Franklin, Licensure Coordinator, at Licensing@Clevelandmetroschools.org for assistance with licensing.
3. Per the CTU CBA, "A maximum of two annual differentials will be paid to a bargaining unit member. However if there are no qualified applicants, a maximum of four (4) differentials (no more than three (3) of which are coaching activities) may be paid to any one bargaining unit member."
 - Principals/Athletic Directors must verify that each individual included on their Differential Roster has no more than two (2) annual differentials.
 - ***If there is a lack of qualified applicants***, Principals/Athletic Directors must verify that each individual has no more than four (4) differentials for the year, three (3) of which are coaching activities, prior to awarding a position to a person with other differential positions.
 - **PLEASE BE ADVISED: Any individual who is hired into more than the maximum number of differentials allowed per CTU CBA will not be issued a contract, and will not be compensated for additional positions.**
4. Vacant differential positions must be filled per CTU CBA guidelines:
 - Vacant positions must be posted first for all CTU Bargaining Members Only. This posting should occur in Workday and per the standards expressed in the CTU CBA.
 - If there are no qualified CTU member applicants, then the position may be re-posted in Workday for other applicants per CMSD standards.
 - Please work with your Talent Management Partner to ensure appropriate posting of all open positions.

5. All non-CMSD employees chosen for a position must complete the Onboarding process **before starting in the coaching position.** This includes completion of a drug screen and background check among other requirements. As with all positions with CMSD, new employees may not report for work until the employee has completed this process and the hiring manager has been informed by the Talent Management Partner that the new employee is approved to work. A contract and compensation will not be issued to a coach who does not complete this process prior to the start of the coaching season.
6. All Differential positions must be approved by the Board prior to the issue of a contract and compensation.
 - Based on the schedule of Board meetings, obtaining Board approval adds a significant amount of time to this process.
 - The timely and accurate communication of individuals newly hired into Differential Positions, as well as any changes in those working Differential positions, is crucial to the efficiency and accuracy of differential payments.

Any questions regarding Differential positions may be directed to your Talent Management Partner or Ann Niklas, Compensation Analyst.

Differential FAQ's

The following are basic guidelines and facts regarding differential positions. For a complete list of positions and guidelines, refer to the Collective Bargaining Agreement (CBA) between the Cleveland Teachers Union (CTU) and the Cleveland Metropolitan School District, Article 23, Section 20.

- ***Differential positions are reserved for qualified members of the CTU bargaining unit.*** Only after a vacant differential position has been timely posted in each school building and the CTU office and no qualified member of the CTU bargaining unit applies for a listed differential may it be awarded to someone not in the CTU bargaining unit.
- If a differential position is filled with someone other than a CTU bargaining unit member, that position shall be considered vacant at the end of the school year and again posted in each school building and the CTU office for the ensuing school year.
- Principals should work with their Talent Management Partner to fill vacant differential positions using the same application and interview process in Workday utilized to fill other vacant positions. ***The position must first be posted for CTU ONLY qualified applicants, and may then be posted for other qualified applicants. All Athletic position applicants must possess a valid, ISSUED Pupil Activity Permit prior to assuming the position.***
- Administrative personnel may not hold differential positions and will not be issued a contract or payment for duties performed related to a differential position. ***Exempt Administrators will not be compensated for differential duties,*** i.e. a Curriculum & Instruction Specialists cannot be compensated for performing the work of the Testing Coordinator.
- A maximum of two annual differentials will be paid to a bargaining unit member. However, ***if there are no qualified applicants,*** a maximum of four (4) differentials (no more than three (3) of which are coaching activities) may be paid to any one bargaining unit member. A regular contract teacher who has a differential position and who receives an extension on the regular contract will not receive additional pro-rated differential compensation because of the regular extension.
- Per Ohio Revised Administrative Code 3301-27-01, Section 3313.53, any individual sponsoring activities must have a valid Pupil Activity Permit ***issued*** by the Ohio Department of Education ***prior*** to assuming such position. These positions include All Interscholastic Athletics, All Extramural Activities, All Intramural Activities and Sponsors, Advisors and Directors of other activities involving physical activity or activities with health and safety concerns.
- All QUALIFIED recommendations for a differential position must be submitted to the CMSD Board for approval. Upon approval, a limited supplemental contract will be issued. No contract or payment will be issued without Board approval. No contract or payment will be issued for positions requiring a Pupil Activity Permit if the PAP is not ***issued*** prior to the start of the season.
- A Differential Roster will be sent to each school prior to the start of the school year. The roster must be completed and submitted to the Compensation department in addition to the placement of selected personnel into the differential positions in Workday. The roster must be signed by the Principal, Athletic Director, and UCC. Personnel placed into a position in Workday will NOT be submitted to the Board for approval without submission of a properly executed roster.
- Changes to personnel and positions must be completed in Workday and also submitted in writing to the Compensation department. The Principal, Athletic Director and UCC must all be included in notification of changes.