
Forsyth County School System Staff Remuneration Monetary Guidelines

May 2019

All employees, including coaches, athletic directors, sponsors and directors of any school program may not solicit students or parents of students to purchase equipment, supplies, or services from the employee or to participate in activities that financially benefit the employee unless approved by Forsyth County School System Board of Education or an authorized designee. The employee should not accept gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest. Coaching, instructing, promoting athletic camps, summer leagues, tutoring and other activity that involves students from Forsyth County Schools and from whom the employee receives remuneration is not allowed unless approved by the Forsyth County School System Board of Education or an authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

The principal may authorize the payment of an appreciation gift or gratuity to be funded by a booster club or support organization for school system employees, including lay coaches, who receive a system, school or booster funded supplement. These appreciation gifts or gratuity payments must be approved and processed through Human Resources and paid through the district finance office per established procedures. Head coaches, head sponsors, and head directors may receive a maximum of up to an additional \$6,000 per fiscal year per responsibility. All assistant coaches, lay coaches, assistant sponsors, and assistant directors may be authorized to receive up to an additional \$5,500 per fiscal year per responsibility. Each amount pertains to each individual per responsibility, as determined by the principal, or the principal's designee. Employees, including coaches, sponsors, or directors, shall not, under any circumstances, expect or imply expectation of an appreciation gift or gratuity, nor should there be any appearance of a conflict of interest or undue influence in relation to the appreciation gift or gratuity.

All employees including coaches, athletic directors, sponsors, and directors of school programs may not accept booster club funded or externally funded appreciation gifts or gratuities or other gifts that fall outside of the limited amounts of appreciation gifts or gratuities as defined above. An exception will be made for a one time (per school year) nominal gift. For example, a gift (check) not to exceed \$250 in value (plus FICA) may be given. An email should be sent to Human Resources requesting approval of the gift. Once approved, a check from the school, Booster Club, or support organization should be submitted to the Board of Education Finance Department, who will in turn, process the payment for the employee.

The principal may submit a request via email to pay certified employee(s) for performing "extra" responsibilities during the year. These funds from the local school will be sent to finance before employees will be paid.

The Board of Education funded supplement and any appreciation gift or gratuity will cover all work done in a fiscal year per responsibility, with the exception of parks and recreational programs. The Superintendent has the authority to authorize a larger gift or gratuity to be accepted by an employee in the event of an exceptional circumstance or emergency, e.g. health issue, loss of home, family emergency.

All employees shall adhere to the entire [Professional Standards Commission Code of Ethics](#), with particular attention to Standard 6: Remunerative Conduct, and the [Forsyth County School System Booster Club Guidelines](#).