

ESSER II

Additional Pay Guidance

Additional compensation is an allowable expense of ESSER II Funds. Please follow the guidelines below when administering additional compensation.

Any stipend/compensation must be given pursuant to an established plan, which could be established in response to COVID. **This plan should be included with the claim along with evidence of Board Approval.**

In most circumstances an employee paid with ESSER II Funds would not need to keep complicated time distribution records, but it would need to be documented in the Oklahoma School Personnel Reporting System. TRS Contributions/Federal Matching will be required. **Included with the claim should be a list of personnel with stipend amount received that is certified by the Superintendent's signature.**

An LEA might use ESSER II Funds to provide employees with additional pay for the following purposes, in accordance with their Board Approved, established plan:

- Address recruitment or retention challenges in light of the pandemic
- Provide additional compensation to teachers and other staff that work in person
- Provide additional compensation to teachers and other staff that have assumed new duties because of COVID
- Incentivize effective teachers to move to schools with vulnerable students that have been disproportionately impacted by the pandemic
- Provide additional pay to substitute teachers where there is a shortage

Other pay strategies could also be permissible if the LEA can connect the strategy to issues resulting from COVID-19.

OCAS Coding: All of the stipends for these additional pay purposes would be coded like their individual salary lines except for the Object Code. Stipends for certified staff would be coded to 170, and non-certified would be 180.

Additional pay for Superintendents is not an allowable use of ESSER II Funds.



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Additional Pay Guidance – Sample Language

Language that might be acceptable to take to your Board of Education or could be altered to meet your district’s needs.

The Board of Education recognizes the importance of recruiting and retaining employees during the 2020-2021 school year. Due to the continued efforts of staff at all levels the District was able to provide a full program of in-person and virtual learning to students and families. In recognition of the risk to personal health and the exceptional work to prioritize needs of students performed by all employees during the COVID-19 pandemic, a recommendation is made to the Board of Education for the payment of a one-time, non-recurring, COVID-19 Stipend.

Other language could also be appropriate. The amount and distribution details should also be included in what your Board of Education approves.

Please contact Michelle Dunn, Executive Director of ESSER II Funds for further assistance or to review language.

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