Stipend and Supplemental Agreements Manual

(Teachers Edition)

Mission Statement

"The Webster Groves School District community is committed to academic and personal success for every student."

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Stipend and Supplement

Webster Groves School District offers sports, clubs/activities to students that are academically and interest-based. All clubs/activities are required to follow building-based procedures established by the building principal. The purpose of the requirements is to provide equity in stipend compensation to all staff while providing both staff and students with opportunities to share their gifts and talents.

The sports, stipend and supplements that are offered in Webster Groves School District will fit in the following categories:

	Primary Stipend/Supplement	**Secondary Stipend**
Definition	Annual sports, clubs, events, etc. that are established/required by the building level administration. Primary Stipends and Supplements may receive leadership, direction, and support from the school and the district.	Authorized for the purpose of granting a place within the school for students to meet during non-instructional time. Student clubs are requested and/or led by students with the support of a district employee.
Examples	Sports Student Council Boyz 2 Men Math Club Performance Band Performance Chorus National Honor Society	K-Pop Random Acts of Kindness SeaPerch Stock Market Game Computer Games Board Game Club
Adult Supervision	The Building Principal will annually designate faculty members as advisors of Primary Stipends and Supplements. Faculty advisors organize and direct the purpose and activities of the Stipends and Supplements.	The Building Principal will ensure that a school-approved faculty supervisor is present at the meeting and activities of Student Clubs held during non-instructional time at the school.

						PRIMARY	
Supplementals							
Coaches				Tournaments	Arts	School Groups	Supervision
	Football Head Varsity Coach		Boys Basketball Head Varsity Coach	Scholar Bowl - HS	Vocal Music Director - HS	Student Council - HS	Weight room Supervision Fall
	Football Asst. Varsity Coach		Boys Basketball Asst. Varsity Coach	Chess Team - HS	Lead Band Director - HS	Echo Newspaper - HS	Weight room Supervision Winter
	Football Asst. Varsity Coach		Boys Basketball Head JV Coach	Robotics - HS	Band Director - HS	Yearbook - HS	Weight room Supervision Spring
	Football Asst. Varsity Coach		Boys Basketball Asst. Coach	Robotics Asst. - HS	Asst. Band Director - HS	Yearbook - asst.	Additional Admin Supervision - WGHS (7)
	Football Asst. Varsity Coach		Boys Basketball Head Fresh. Coach	7th Grade Book Battle - HX	Theater Director - HS	DECA (2) - HS	Additional Admin Supervision - WGSD
	Football Asst. Varsity Coach		Girls Basketball Head Varsity Coach	8th Grade Book Battle - HX	Orchestra Director - HS	National Honor Soc. - HS	Bus 5 Monitor - STE
	Football JV Coach		Girls Basketball Asst. Varsity Coach	SeaPerch - HX	8th Grade Wind Ensemble - HX	Pep Club - HS	8th Grade Running Club - HX
	Football JV Coach		Girls Basketball Head JV Coach	Robotics - ER	8th Grade Jazz Band - HX	Step Team Sponsor(s) - HS	7th Grade Running Club - HX
	Football Freshmen Coach	Winter	Girls Basketball Asst. JV Coach		The School Play - HX	Class of 2020 - HS	Basketball Workouts - HX
	Football Freshmen Coach		Girls Basketball C-Team Coach		7th Grade Jazz Band - HX	Class of 2020 - HS	Volleyball - HX
	Boys Soccer Head Varsity Coach		Girls Swimming Head Coach		7th Grade Wind Ensemble - HX	Class of 2021 - HS	ASA Director - HX
	Boys Soccer Asst. Varsity Coach		Girls Swimming Asst. Coach		A-Capella - HX	Class of 2021 - HS	
	Boys Soccer Head JV Coach		Girls Diving		Hixson Honors Orchestra - HX	Class of 2022 - HS	
	Boys Soccer Head Fresh. Coach		Wrestling Head Coach		ASA Director - HX	Class of 2022 - HS	
	Field Hockey Head Varsity Coach		Wrestling Asst. Coach		WGHS Acapella Lead - HS	Class of 2023 - HS	
	Field Hockey Varsity Assistant		Wrestling Asst. Coach		WGHS Acapella Assistant - HS	Class of 2023 - HS	
	Field Hockey JV Coach		Wrestling Asst. Coach		Accompianist - HS	Student Council-HX	
	Softball Head Varsity Coach		Baseball Head Varsity Coach		Fine Arts Production	BOYZ 2 MEN-HX	
	Softball Asst. Varsity Coach		Baseball Asst. Varsity Coach		Auditorium Manager - HS	Yearbook - HX	
	Softball Asst. Varsity Coach		Baseball Head JV Coach			Hype - HU	
Fall	Softball JV Head Coach		Baseball Asst. JV Coach			Step/Dance team - HX	
	Softball JV Asst. Coach		Baseball Head Fresh. Coach			Harmonies - HU	
	Softball JV Asst. Coach		Baseball Asst. Fresh. Coach				
	Softball C-Team Coach		Boys Golf Head Coach				
	Girls Volleyball Head Varsity Coach		Boys Golf JV Coach				
	Girls Volleyball Asst. Varsity Coach		Girls Lacrosse Head Varsity Coach				
	Girls Volleyball Head JV Coach		Girls Lacrosse Asst. Coach				
	Girls Volleyball Head Fresh. Coach		Girls Lacrosse Asst. Coach				
	Girls Cross Country Head Varsity Coach		Girls Soccer Head Varsity Coach				
	Girls Cross Country Asst. Varsity Coach		Girls Soccer Asst. Varsity Coach				
	Boys Cross Country Head Varsity Coach	Spring	Girls Soccer JV Coach				
	Boys Cross Country Asst. Coach		Boys Tennis Head Coach				
	Boys Cross Country Asst. Coach		Boys Tennis Asst. Coach				
	Boys Swimming Head Coach		Boys Track Head Coach				
	Boys Swimming Assistant		Boys Track Asst. Coach				
	Boys Swimming Diving		Boys Track Asst. Coach				
	Girls Golf Head Coach		Boys Track Asst. Coach				
	Girls Golf JV Coach		Girls Track Head Coach				
	Girls Tennis Head Coach		Girls Track Asst. Coach				
	Girls Tennis Asst. Coach		Girls Track Asst. Coach				
	Cheerleading Head Coach		Girls Track Asst. Coach				
F/W	Cheerleading Assistant/JV		Boys Volleyball Head Varsity Coach				
	Dance Team Head Coach		Boys Volleyball Asst. Varsity Coach				
			Boys Volleyball Head JV Coach				
			Certified Athletic Trainer F, W, S				

SECONDARY

Stipends

Leadership	Camp	Salary Based
Dept. Chair: Business - HS	Band Camp Nurse-HS	Announcers
Dept. Chair: FACS - HS	Camp Wyman Nurse	Concession Stand
Dept. Chair: Guidance - HS	Band Camp Staff (5)	Score Board
Dept. Chair: Ind. Tech - HS	Camp Wyman Facilitators (4) - STE	Gate Supervision
Dept. Chair: Fine Arts - HS	Camp Wyman Teachers (20) - STE	Ticket Sellers
Dept. Chair: PE - HS	Band Camp Facilitators (2) - STE	Gifted Coordinator (25 x daily) - WGSD
Asst. A.D. - HS		Chelsea Center Cordinator (30 x daily) - WGHS
Future Leaders Director - HS		Librarians (10 days x $110) - HS
Future Leaders - HS		Counselor (10 x days) - HS
Colleague Group - HS		Counselor (2x days) - HS
Scholarship/Senior Awards - HS		Counselor (10 x days) - HS
Thrive (23 x 8 hrs x daily) - WGHS		Counselor (10 x days) - HS
Team Leader (6)		Counselor (10 x days) - HS
Department Chairs (9) HX		Chelsea Center Advising Spec. (25 x 4 hrs x daily) - WGHS
Department Chair ELA - STE		Counselor (10 x days) - HS $
Department Chair Math - STE		Counselor (10 x days) - HS
Department Chair American Histiry- STE		Counselor (3 x daily) - HX
Department Chair Science - STE		Counselor (3 x daily) - HX
Webster Challenge		Counselor (3 x daily) - HX
		Educational Leader Intern (20 x daily) - BR
		Curriculum Coord. - AFC (20 x daily) - WAFC
		FACE Engagment Coordinator (20 x daily) - WAFC
		Edu. Leader Intern/Science Coor. (25 x daily) - ER
		Math Curr. Coord. (30 days @ daily rate) $
		Comm. Arts Curr. Coord. (30 days @ daily rate)
		New Teacher Coordinator ($40/hourly) - ESUP
		PE/Health Coordinator ($40/hourly) - ESUP
		Equity in Education ($40/hourly) - ESUP (3)
		Art Coordinator ($40/hourly) - ESUP
		Music Coordinator ($40/hourly) - ESUP
		Social Justice ($40/hourly) - ESUP (2)
		K-5 Social Studies Coord. ($40/hourly) - ESUP
		Social Studies Coordinator ($40/hourly) - ESUP
		Libray Media Specialist - ESUP $2000

Stipends

Student Groups

Treble Makers - AV	Book Club - HS
Spotlight - AV	Branch Creative Writing Club - HS
Read Write Run - BR	Caverns - HS
Bulldog Fitness - BR	Climbing Club - HS
Bristol Bravos - BR	Cycling Club - HS
Soaring Singer - CL	Dungeon & Dragons - HS
Voices with Vision - HU	Economics Club - HS
Music Makers Choir - ER	Environmental Club - HS
Percussion Club - ER	FCCLA - HS
Running Club - ER	Feminist Coalition - HS
Drama Club - ER	Fishing Club - HS
American History Club - STE	French NHS - HS
Archery Club - STE (2)	German National Honor Society - HS
Art Club - STE	GSA (Gender Sexuality Alliance) - HS
Book Battle - STE (2)	Hi-Step - HS
Golf Club - STE	History in Action Club - HS
Heart and Soul - STE	Improv Club - HS
Math Club - STE	Interact Club - HS
Steger/Givens Running Club - STE	International Club - HS
Yearbook Club - STE	Junior Classical League/Latin Club - HS
Student Council - STE (2)	Lumberjack Club - HS
Tabletop Gaming - STE	Mindful Eating Club - HS
Meme Club - STE	PBIS Student Group - HS
Anime Club - STE	Philosophy Club - HS
KPOP - HX	Reel Film Club - HS
Random Acts of Kindness - HX	Sign Language Club - HS
Board Game Club - HX	Social Justice Club - HS
Computer Games - HX	Spanish Club - HS
Math Club - HX	STAR - HS
Stock Market Game - HX	Steam-Punk Club - HS
Write It Out - HX	Tea Club - HS
Spanish Club - HX	Vegetarian and Vegan Club - HS
A+ Tutoring - HX	Video Game Club - HS
Gay/Straight Alliance (GSA) - HX	
Philosophy Club - HX	
German Club - HX	
Model UN - HX	
Robotics - HX	
Chess Club - HX	
Amnesty International -HS	
Anime Club - HS	
Art Club - HS	
Athletic Training Club - HS	
Best Buddies - HS	
Black Student Union - HS	
Board Game Club - HS	

Payment Categories

Stipend
A fixed payment for additional work which is beyond the scope of regular contractual duties or beyond duties which are expected of non-contractual employees.

Timeframe: May span the entire school year or annual District sponsored events

Types of positions: Department Chair, Admin Supervision, Band Camp, Clubs, Student Groups, Tournaments, 6th Grade Camp, Professional Development.

Types of events: Teachers' participation in curriculum development, professional development and related work if the work is done after school hours such as evenings, weekends or during summer.

Supplement
A variable payment for additional earnings(s) beyond the scope of regular duties or beyond which are expected of non-contractual employees; including direct supervision of students, performances during weekends, special events including those off school grounds.

Timeframe: Will span a season or consist of multiple events during the school year

Types of positions: Coaches, Directors, Arts, School Groups

Types of events: Annual long and/or short term goals/outcomes

Compensation Agreement
Designed to pay individuals who do not receive earnings for other positions within the district (non-district employees)

Timeframe: Varies

Types of positions: Varies

Types of events: Varies

Blended Rates (Hourly Workers)
Pay rate used when calculating overtime pay.

Timeframe: Will span a season or consist of multiple events during the school year

Types of positions: Announcers, Scoreboard, Gate Supervision, Ticket Sellers

Types of events: Varies

Pay Schedule	
Current Pay Schedule **1)** District employee: split up over 24 pay periods **2)** Non – District employee: receive 2 payments; half at beginning and half at end. **a.** Fall: end of September and end of October **b.** Winter: end of November and end of February **c.** Spring: end of March and end of April	**Human Resources Recommendation** 1) Supplements/Stipends – receive 2 payments; half at the midpoint and remaining at the end of activity. 2) Sports – Paid out in 2 installments a. Fall: end of September and End of October b. Winter: end of November and end of February c. Spring: end of March and end of April 3) Compensation Agreements - receive 2 payments; half at the midpoint of completing activity and half at the end of activity.

Primary Stipend/Supplement Requirements

Groups	Category	Requirements
Primary Supplement	Coaches Tournaments Arts School Groups	1. There should be a minimum of 5 students participating during each meeting. 2. Club/activity spanning the duration of the entire school year. 3. Minimum number of plan time and student contact hours is required.
Primary Stipend	Supervision Leadership Salary Based Camp Salary Based	1. Facilitated by a certified individual. 2. The duration can span the entire school year or offered for a semester. 3. There are set objectives that details the departments' desired achievements. 4. Part-Time work that is centered around school sponsored events and/or games. 5. The tasks should be completed outside of the school day.

Secondary Stipend Requirements - Student Groups

The compensation granted to a WGSD employee when facilitating a club/activity will be determined using the following 3 categories. All stipends are determined based upon the individual's participation for the duration of the club/activity.

1) Plan Time (Annually)

Tiers	**Level 1**	**Level 2**
Engagement	Supervision - Student led and requested - Providing a space for students to facilitate club and/or activity	Facilitating - Teacher led and/or co-led with students - Actively engaged with students providing instructions, guidance, etc.)

2) Number of Students Participating (Per Semester and Annually)

Tiers	**Level 1**	**Level 2**	**Level 3**
HS Student(s)	5 - 10	11 - 29	30 +
HX, STE. & ELEM. Student(s)	5 – 10	11 – 19	20 +

3) Student Contact Hours

(Annually)

Tiers	**Level 1**	**Level 2**	**Level 3**
HS Student Contact Hours	9 - 18 hrs.	19 - 39 hrs.	40+
HX, STE. & ELEM. Student Contact Hours	6 - 12 hrs.	13 - 24 hrs.	25 +

(Per Semester)

Tiers	**Level 1**	**Level 2**	**Level 3**
HS Student Contact Hours	4.5 - 9 hrs.	9.5 – 19.5 hrs.	20+
HX, STE. & ELEM. Student Contact Hours	3 - 6 hrs.	6.5 - 12 hrs.	12.5 +

Student Participation Threshold

	Level 1	Level 2	Level 3
Facilitation Participation Level Value	$60.00	$120.00	$180.00
Supervision Value as % of Facilitation 50.00%			
Supervision Participation Level Value	$30.00	$60.00	$90.00

Student Contact Hour Threshold

	Level 1	Level 2	Level 3
Facilitation Participation Level Value	$60.00	$120.00	$180.00
Supervision Value as % of Facilitation 50.00%			
Supervision Participation Level Value	$30.00	$60.00	$90.00

Stipend and Supplement Deadlines

	Groups		
	Primary Supplements	**Primary Stipends**	**Secondary Stipend**
Category	Tournaments Arts School Groups	Supervision Leadership Camp Salary Based	Student Groups
Submission Deadline (Request Form)	Semester 1 – May 1st of the preceding school year	Semester 1 – May 1st of the preceding school year	Semester 1 – September 1st or last day of the work week Semester 2 – January 31st or last day of the work week
HR Approval	Semester 1 – May 15th or the preceding school year	Semester 1 – May 15th or the preceding school year	Semester 1 – September 15th or last day of the work week Semester 2 – February 15th or last day of the work week
Verification Deadline	1st Semester – December 10th 2nd Semester – May 10th	1st Semester – December 10th 2nd Semester – May 10th	May 10th
Payment Issued*	1st Payment – Late December 2nd Payment – Late May	1st Payment – Late December 2nd Payment – Late May	1st Payment – Late December 2nd Payment – Late May
Evaluation Deadline	Semester 1 – January 31st Semester 2 – May 15th	Semester 1 – January 31st Semester 2 – May 15th	Semester 2 – May 15th

***Payment for all stipend and supplemental agreements will only be issued if the employee fully completes his/her duties related to the agreement.**

INITIATIONS FORMS

Primary Stipend Initiation Form

This form should be completed when requesting a stipend/supplement for that fall under the following categories:

Primary Stipend	
- Supervision - Leadership	- Salary Based - Camp

Please note the following points:

1. Once you have completed the employee portion of this document, please forward to your building administrator.
2. Please provide thorough and detailed responses to ensure full consideration of your request.
3. Each building is allocated a budget per school year. Depending upon building-based funding, the club/activity may or may not be compensated.

In order for the proposed club/activity to be taken into consideration, 3 of the 5 the requirements must be met:

1. The club/activity is to be facilitated by a certified individual.
2. There are set objectives that detail the departments' desired achievements.
3. Plan time, contact hours, etc. will be required.
4. Principals require this be an annual program.

Section A: Employee

Name: _____

Your Building: _____ School Year: _____

Title of Proposed Club or Activity: _____

Description of Proposed Club or Activity (Please indicate any and all pertinent information):

_____

_____

_____

_____

Who is eligible to participate? (Please include all grade levels, school, and eligibility requirements, if applicable.

_____

_____

How frequently will this club or activity meet? (Mark only one)

____ Once a week ___ Once every other week ____ Once per month ____Other: Please specify_____

What day(s) of the week: _____

What is the duration of this club or activity? _____Semester _____Year

Approximately how many students will be involved on a regular basis? (If applicable) _____

(Please forward this document to your building administrator.)

Section B: Administrator

Does this club/activity meet the requirements? _____ Yes _____ No

Do you approve this club/activity? _____ Yes _____ No

Is this club/activity within your building budget? _____ Yes _____ No

Would you consider this stipend/supplement agreement as a one-year request? _____ Yes _____ No

Would you consider this stipend/supplemental as an annual school request? _____ Yes _____ No

Notes/Comments: _____

_____

_____

_____

Principal Signature: _____ Date: _____

(Please forward this document to the Human Resources Department)

Section C: HR Department

Does this club/activity meet the requirements? _____ Yes _____ No

Is the club/activity within your building budget? _____ Yes _____ No

Stipend Amount: _____

Notes/Comments: _____

_____

_____

_____

Reviewed By: _____ Date: _____

Primary Supplement Initiation Form

We are excited to hear that you are interested in setting up a learning space for students to share their gifts and talents.
This form should be completed when requesting a stipend/supplement for activities that fall under the following categories:

Primary Supplements	
- Arts	- School Groups
- Coaches	- Tournaments

Please note the following points:

1. Once you have completed the employee portion of this document, please forward to your building administrator.
2. Please provide thorough and detailed responses to ensure full consideration of your request.
3. Each building is allocated a budget per school year. Depending upon building-based funding, the club/activity may or may not be compensated.

In order for the proposed club/activity to be taken into consideration, the following requirements must be met:

1. There should be a minimum of 5 students participating during each meeting.
2. Plan time, contact hours, etc. will be required.
3. Principals require this be an annual program.

Section A: Employee

Name: _____

Your Building: _____ School Year: _____

Title of Proposed Club or Activity: _____

Description of Proposed Club or Activity (Please indicate any and all pertinent information):

_____

_____

_____

Who is eligible to participate? (Please include all grade levels, school, and eligibility requirements).

_____

_____

How frequently will this club or activity meet? (Mark only one)

____ Once a week ___ Once every other week ____ Once per month ____Other: Please specify_____

What day(s) of the week: _____

What is the duration of this club or activity? _____Semester _____Year

Approximately how many students will be involved on a regular basis? _____

Will there be offsite performances, event, etc.? _____Yes _____No _____Maybe

(Please forward this document to your building administrator.)

Section B: Administrator

Does this club/activity meet the requirements? _____ Yes _____ No

Do you approve this club/activity? _____ Yes _____ No

Is this club/activity within your building budget? _____ Yes _____ No

Would you consider this stipend/supplement agreement as a one-year request? _____ Yes _____ No

Would you consider this stipend/supplemental as an annual school request? _____ Yes _____ No

Notes/Comments: _____

_____

_____

_____

Principal Signature: _____ Date: _____

(Please forward this document to the Human Resources Department)

Section C: HR Department

Does this club/activity meet the requirements? _____ Yes _____ No

Is the club/activity within your building budget? _____ Yes _____ No

Stipend Amount: _____

Notes/Comments: _____

_____

_____

_____

Reviewed By: _____ Date: _____

Secondary Stipend Initiation Form

We are excited to hear that you are interested in setting up a learning space for students to share their gifts and talents. This form should be completed when requesting a stipend/supplement for activities that fall under the following categories:

Secondary Stipends
- Student Groups

Please note the following points:

1. Once you have completed the employee portion of this document, please forward to your building administrator.
2. Please provide thorough and detailed responses to ensure full consideration of your request.
3. Each building is allocated a budget per school year. Depending upon building-based funding, the club/activity may or may not be compensated.

In order for the proposed club/activity to be taken into consideration, the minimum requirements listed on the Secondary Stipend Student Group Requirements document are required.

Section A: Employee

Name: _____

Your Building: _____ School Year: _____

Title of Proposed Club or Activity: _____

Description of Proposed Club or Activity (Please indicate any and all pertinent information):

_____

_____

_____

_____

Who is eligible to participate? (Please include all grade levels, school, and eligibility requirements).

_____

_____

How frequently will this club or activity meet? (Mark only one)

____ Once a week ___ Once every other week ____ Once per month ____Other: Please specify_____

What day(s) of the week: _____

What is the duration of this club or activity? _____Semester _____Year

Approximately how many students will be involved on a regular basis? _____

Will there be offsite performances, event, etc.? _____Yes _____No _____Maybe

(Please forward this document to your building administrator.)

Section B: Administrator

Does this club/activity meet the requirements? _____ Yes _____ No

Do you approve this club/activity? _____ Yes _____ No

Is this club/activity within your building budget? _____ Yes _____ No

Would you consider this stipend/supplement agreement as a one-year request? _____ Yes _____ No

Would you consider this stipend/supplemental as an annual school request? _____ Yes _____ No

Notes/Comments: _____

_____

_____

_____

Principal Signature: _____ Date: _____

(Please forward this document to the Human Resources Department)

Section C: HR Department

Does this club/activity meet the requirements? _____ Yes _____ No

Is the club/activity within your building budget? _____ Yes _____ No

Stipend Amount: _____

Notes/Comments: _____

_____

_____

_____

Reviewed By: _____ Date: _____

STIPEND AND SUPPLEMENT FAQs

Stipend and Supplement FAQs

1) What is a stipend?

A fixed payment for additional work which is beyond the scope of regular contractual duties or beyond duties which are expected of non-contractual employees.

2) What is a supplement?

A variable payment for additional earning(s) beyond the scope of regular duties or beyond what is expected of non-contractual employees; including direct supervision of students, performances during weekends, special events including those off school grounds.

3) Will I be automatically granted a stipend and/or supplement every year?

No. Stipends and/or supplements are not automatically guaranteed yearly. Stipends/supplements are issued dependent upon the needs of the building and/or club/activity. They are requested by the administrator, reviewed and approved by Human Resources and then reviewed and granted by the Board of Education.

4) What process can I use to get a stipend and/or supplement?

If you are interested in starting a club and/or activity, and want to see if it qualifies for a stipend or supplement, complete a *Secondary Stipend Initiation Form* and forward it to your building principal.

5) What is considered a stipend and/or supplement?

See *Extra Duty Categories*. These are approved annually by the Board.

6) Is the stipend/supplement connected to my contract?

No, a stipend and/or supplement is completely separate from your regular contract. These agreements are considered as temporary or seasonal. This is a separate employee grouping.

7) What happens if I do not fulfill the duties attached to the stipend/supplement?

If you do not fulfill that duties attached to your stipend and/or supplement, you will not receive payment. However, if you were able to partially complete the activity duties, payment will be pro-rated according to the timeframe of participation. This is determined by the reporting of the Activities Director, Building Principal and/or the HR office.

8) Whom do I contact for an extended leave that will require coverage and assume my duties?

If it has been determined that you will be out for an extended period of time and coverage is needed, please notify your supervisor and the Human Resources Department.

9) Can a stipend and/or supplement amount change?

If it is found that student participation and contact hours have changed since the start of the club/activity, payment will be adjusted accordingly.