Notification of 20 Consecutive Day Stipend Process

Hurst-Euless-Bedford I.S.D.
Office of Human Resources

Stipend Information and Guidelines:

District Goal:
At 20-day increments of consecutive instructional days worked (with no breaks), Certified and Degreed Substitute Teachers can receive a $300 stipend.

☐ 176 student instruction days can equal an opportunity for (8) $300 stipends.
☐ Only substitute teachers can qualify to receive the stipend.
☐ Substitute paraprofessionals are not eligible for the stipend.
☐ It is the responsibility of the employee to submit a Stipend Request Form within (5) days of completing the 20th consecutive day of work.
  o Failure to complete the form within the timeframe can result in forfeiture of the Stipend.
  o https://docs.google.com/forms/d/e/1FAIpQLSdEdECP_NNHHY4ODZ0UxoaTTbzGhZaXr5beMjp5Ckeye7oiw/viewform?usp=sf_link

☐ If there are no substitute teacher vacancies on a particular day, a substitute may work an unfilled paraprofessional vacancy in order to keep their consecutive day count.
  o A substitute teacher may not solely take paraprofessional positions to count toward the consecutive days.
☐ Consecutive days are based on the number of days worked and not the number of assignments taken.
☐ Each stipend will be issued during the pay period of when the stipend was earned.
  o Employees can reference the current pay schedule to determine which pay period the stipend will fall under.