



Stipend and Additional Pay Processing

A stipend is defined as a reoccurring flat rate payment generally designed to compensate exempt (not eligible for overtime) employees for activities that may either occur outside the normal school day and/or are negotiated within the collective bargaining agreement for specific activities or events.

Examples of categories where stipends are appropriately used include:

- **Co-Curricular – Athletics**
 - a. Athletic coaches at all levels, including varsity, junior varsity and middle school.
 - b. Extended season and playoff activities.
- **Co-Curricular – Non-Athletics**
 - a. Covers supervision of student activities outside the normal school day, including drama, student leadership, journalism (newspaper and yearbook), music and various school clubs.
- **Leadership**
 - a. Cover a variety of district and school leadership activities, which are generally negotiated and identified within the SLEA collective bargaining agreement.
- **Class Size**
 - a. Paid to licensed staff when identified student class size reach targets identified in the SLEA collective bargaining agreement.
- **Training**
 - a. Covers payment for reoccurring exempt staff training programs of identified duration (e.g., one hour, two-hour, etc.). Should not be used for training activities outside of identified categories. In this case, “Additional Pay” should be used to pay licensed staff an hourly rate based on the “Curriculum” rate as outlined in the SLEA collective bargaining agreement, or for classified staff, it would be paid at their normal hourly rate.
- **Mentors**
 - a. Covers payment for identified licensed staff to “mentor” new teachers.
- **Positions**
 - a. Covers one-time annual payments for identified licensed staff in the SLEA contract.
- **Personal Day Pay-Outs**
 - a. Covers flat-rate pay-outs for unused personal days for both licensed and classified.

- **Miscellaneous**
 - a. **Covers a wide variety of flat-rate payments to staff, including cell phones, travel, committee participation, elementary outdoor school, moving between and within buildings, etc. These are generally identified in collective bargaining agreements.**

Additional Duty Pay – Hourly

This pay category is used to compensate district staff for all activities, events, and work outside of those stipends identified on the attached list. For licensed staff, there are two primary categories of Additional Duty hourly pay:

- 1) ***Per Diem Rate*** – This is the normal hourly rate (based on their school year contract amount) for time worked on any assigned activity which involves teaching students or adults.
- 2) ***Curriculum Rate*** - This is the rate of pay for doing curriculum work or other professional work, that may not include student contact, usually completed in the summer.

Classified staff would receive their normal hourly rate for all time worked outside of their assigned work schedule and would be subject to overtime if the total time worked exceeds forty (40) hours in a week.

Administrative and supervisory staff would not be eligible for this category of pay during their normal contract year, given their exempt status and the expectation they would complete all assigned work. If these staff are expected to work additional days outside of their normal contract year, then this pay would be based on their per diem and identified in a total salary amount (category below) covering the additional work assignment.

Additional Duty Pay – Salary

This pay category is used to compensate administrative and supervisory staff for work performed outside of their normal contract year and would be based on their normal per diem rate. For example, administrators responsible for managing the district’s summer school program.

Pay Parameters - Stipends

- Human Resources will maintain a list of approved stipends (see attachment). If a request for a stipend is not on the list, it must be submitted to and approved by Cabinet before payment.
- All requests for payment of approved stipends will be completed by the specific position or department designated on the stipend worksheet using the appropriate Personnel Action Request (PAR) and submitted to Human Resources. HR will review to ensure the requested payment is listed on the list of approved stipends.
- Lump sum stipends that are \$500 or less will be processed as one payment, otherwise they will be paid out in equal amounts spread out over 3 consecutive pay periods, and no later than June of the current school year.
- Unless otherwise specified in Bargaining Agreements, stipends will be processed and paid at the **conclusion of the activity**, but no later than June of the current school year.

- Athletic stipends will be paid out over three consecutive monthly pay periods, with the first payment during the month the activity commences.

Pay Parameters - Additional Duty (Hourly)

- If a Building or Department approves a licensed employee to perform additional duty work, an initial PAR will be submitted with the applicable (curriculum rate or contracted per diem) hourly rate to be paid, along with the estimated hours for the duration of the school year. Finance will review the request and verify funds' availability prior to final approval.
- Requests for payment of additional duty will be submitted on the District's current monthly timesheet, in the month the additional duty work was performed.