



SOUTH LANE SCHOOL DISTRICT 45J3
Building Stipends and Additional Pay PAR
2023-2024

Revised 8/11/2023
 Form Owner: Human Resources

USER INSTRUCTIONS

Form Purpose: Use this form to notify Human Resources of Building Stipends or Additional Duty Pay.
How to Complete this Form: Fill out this form online. Alternately, print this form and complete it by hand. Please fill out the information as completely as possible using the prompts at the top of each section.
How to Submit this Form: Submit this form either electronically or on paper.
Where to Send this Form: Email the completed form to hr@slane.k12.or.us or submit a hard copy to HR.
Deadline: This form is due in the Human Resources office no later than 4:30 p.m. on the 10th of the month to meet the respective monthly pay date.
If you need assistance filling this out, please call the Human Resources department at 541-767-3586 or email at hr@slane.k12.or.us.

EMPLOYEE INFORMATION – Fill out completely

First Name	Last Name	Employee #	Date Assignment is Completed
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POSITION INFORMATION

Building	Employee Type
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STIPEND - PAY PARAMETERS

- Human Resources will maintain a list of approved stipends. **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 on the appropriate PAR and submitted to Human Resources. HR will review to ensure the requested payment is listed on the list of approved stipends.
- 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.
- **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, no later than June of the current school year.**

Co-Curricular : Non-Athletics	Amount	Notes
<input type="checkbox"/> HS Assistant Drama (1/play)	~), '	10% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Band	~' ǻ - ,	60% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Chess/ASB Advisor	~%#(-	30% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Dance Advisor, Graduation	~), '	10% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS FBLA, FFA, Key Club, Interact	\$1,166	20% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Head Drama (2 plays/year)	\$4,081	70% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Link Crew	~), '	10% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Newspaper	\$1,166	***20% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Other Clubs	~), '	10% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> HS Vocal/Yearbook	\$2,915	50% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> MS Band/Vocal	\$2,332	40% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> MS Chess	\$1,166	20% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> MS WEB	~), '	10% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
<input type="checkbox"/> Elementary Outdoor School	~), '	10% of the Base Salary per contract (13.4% of BA Step 1) Article 5 - SLEA
Leadership	Amount	Notes
<input type="checkbox"/> Advisory Lead	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> Content Area Lead	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> Department Head	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> Grade Level Lead	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> Head Teacher in Rural School	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> Literacy Coach Lead	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.

REQUIRED

***See Contract Language

<input type="checkbox"/> Specialist Team Lead	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> SpED Leader	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> Teacher Leaders	\$1,000	Article 5 - SLEA. Stipend amount or 5 days of release time.
<input type="checkbox"/> Testing Coordinator	\$3,000	
<input type="checkbox"/> Site Council Chair	\$500	Article 5 - SLEA.
Training	Amount	Notes
<input type="checkbox"/> IEP Training		
<input type="checkbox"/> LETRS Training - Admin	\$200	
<input type="checkbox"/> LETRS Training - Early Childhood	\$300	
<input type="checkbox"/> LETRS Training - Regular Educator	\$500	
Mentors	Amount	Notes
<input type="checkbox"/> Mentor	\$1,400	Per year, per mentee.
Miscellaneous	Amount	Notes
<input type="checkbox"/> Moving Within Buildings	\$150	Article 5 - SLEA.
<input type="checkbox"/> On Call Stipend	\$150/week	Article 6 - OSEA
<input type="checkbox"/> Other - Not Listed	Detail in Comments	Check this box if you are requesting to pay a stipend not listed above. It must go through an approval process at the Cabinet level. Provide detail in "Comments"

ADDITIONAL DUTY - PAY PARAMETERS

- 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 employee's monthly time sheet, in the month the additional duty work was performed.

Additional Pay - Hourly	Amount	Hours	Notes
Purpose:	<input type="checkbox"/> Per Diem Rate <input type="checkbox"/> Curriculum Rate - \$28.62		
Additional Pay - Salary (<i>admin, confidential</i>)	Rate of Pay	Hours	Notes
Purpose:	Will be paid at the Employee Hourly Rate		

FUNDING SOURCE/ACCOUNT INFORMATION

Building Funds
Account Number:

COMMENTS - If asking to pay a stipend not on the list above, provide detail here.

SIGNATURE

_____ Requesting Administrator Signature	_____ Date	_____ HR Approval	_____ Date
_____ Director of Finance	_____ Date	_____ Payroll	_____ Date

CABINET APPROVAL - **WHEN APPLICABLE **SEE PARAMETERS

_____ Cabinet Representative Signature	_____ Date	_____ Director of Finance	_____ Date
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CABINET COMMENTS

HR USE ONLY

Paid in Lump Sum	Amount Paid Per Month: _____	Employee Notified
Paid in Three Payments	Month(s) Paid Out: _____	Date: _____
Paid Monthly		

REQUIRED