

P-9: Administrative Procedures

Administrator and Teacher Stipends

REFERENCES

[Board Policy P-9](#)

PROCEDURES FOR IMPLEMENTATION

I. General Principles

- A. Administrators and teachers can be assigned additional duties, or have duties deleted, based on the district's needs without a change in pay.
- B. With prior approval, stipends may be awarded in the following limited circumstances:
 1. The employee is assigned a significant additional duty or project on a short-term basis due to a staff transition;
 2. A project or duty is assigned to an employee for completion during a time when the employee is not generally employed with the district, such as a summer stipend for a project completed by a 9-month employee;
 3. The employee is assigned a project or duty that:
 - a. would not normally be a part of this person's position or connected to the person's duties;
 - b. is not within the person's department/school; and
 - c. can only be done outside the person's normal working hours. For example, a teacher who serves as a part-time athletic coach. However, in no case will a stipend be paid to a full-time employee or administrator for teaching or advising a student organization/club.
- C. Stipends are not appropriate as:
 1. a long-term compensation strategy; or
 2. a means of distributing "left over" money at the end of the budget year.
- D. Advance approval, as outlined in Section II below, is necessary before the employee is notified and any work takes place.

II. Approval Process

- A. Teacher Stipends.
 1. Teachers seeking a stipend must submit a written request to their principal, including details of the circumstance warranting a stipend, the proposed stipend amount, and the duration of the situation.
 - a. Payment for productivity assignments is not considered a stipend. No payment may be given to teachers for productivity unless they complete an additional teaching assignment.
 2. Before authorizing any stipend, principals must ensure that the account to be charged has sufficient funds to cover the stipend amount requested.
 3. After reviewing the stipend request in light of the principles outlined in Section I above, the principal shall approve or deny the request.
 4. If approved, the principal shall forward the appropriate paperwork to payroll for processing and inclusion on the next scheduled and/or appropriate pay period(s).
- B. Administrator Stipends.
 1. Administrators seeking a stipend must submit a written request to their immediate supervisor, including details of the circumstance warranting a stipend, the proposed stipend amount, the account to be charged, and the duration of the situation.
 2. After reviewing the stipend request in light of the principles outlined in Section I above, the immediate supervisor shall approve or deny the request.
 - a. If the request is denied, no further action shall be taken.
 - b. If the request is approved:
 - i. and the immediate supervisor is not a Cabinet member, the request must be forwarded to the appropriate executive director for approval.
 - ii. and the immediate supervisor is a Cabinet member, the request must be forwarded to the business administrator for final approval.
 3. If applicable, the Cabinet member must review the stipend request in light of the principles outlined in Section I above, and either approve or deny the request.
 - a. If the request is denied, no further action shall be taken.
 - b. If the request is approved, the request must be forwarded to the business administrator for final approval.

4. The business administrator shall review the request and determine whether the request should be granted, denied, or the stipend amount modified.
5. The business administrator's decision shall be final.
6. If approved, the business administrator will notify the Cabinet member to communicate the decision to the administrator and to forward the appropriate paperwork to payroll for processing and inclusion on the next scheduled and/or appropriate pay period(s).
7. As part of the regular financial reports given to the board, the business administrator will report all stipends awarded to administrators.