


**Standard Operating Procedure
Revised**

Subject: Guidelines for assigning Acting/Interim Stipends	Effective Date: April, 2022	Page(s): 1 of 2
	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

- I. **Purpose:**
The purpose is to institutionalize the procedure for assigning stipends for acting/interim positions within the Paterson Public Schools.

- II. **Authority:**
Superintendent of Schools

- III. **Terms and Conditions:**
Procedures for Acting Interim Stipends:
 - a. Vacant administrative positions will be filled, when necessary, by appointing a qualified candidate via a Personnel Transaction, with the prior approval of the Superintendent and the Paterson Board of Education for positions including Coordinator or above stationed within Central Office or other administrative positions (Supervisor, VP, Principal) at the school level.
 - b. Employees who do not hold the proper administrative certification for the position can hold the-position of “Acting: for a period of no longer than three months with County and State approval.
 - c. If additional time is needed/required, a request to the County Superintendent must be submitted for an additional three months.
 - d. Employees, who do hold the proper certification for the position, may do so for a period of no longer than two (2) years.
 - e. It is the employee’s responsibility to maintain their certification in good standing. If he/she were to lose their NJ certification for any reason, he/she must inform the Department of Human Resource immediately.
 - f. When an individual is assigned to an Interim position they will remain on their current guide and step and their current employee calendar.
 - g. The individual will receive a stipend according to the payment schedule for Interims, unless otherwise stipulated by the Superintendent due to extenuating circumstances.

IV. Payment Schedule:

- a. Acting/Interim Coordinators - \$600.00 per month
- b. Acting/Interim Supervisors, or Vice Principals - \$750.00 per month
- c. Acting/Interim Principals
 - \$850.00 per month (enrollment of 0-600 students)
 - \$950.00 per month (enrollment of 601-1,000 students)
 - \$1,050.00 per month (enrollment of more than 1,000 students)
- d. Acting/Interim Director - \$900.00 per month
- e. Acting/Interim Executive Director or Associate Chief - \$1,000 per month
- f. Acting Interim Chief or Assistant Superintendent - \$1,200 per month
- g. If the Superintendent deems necessary, a stipend can be calculated by determining the difference between the employee's current salary and the recommended salary for the position for a permanent hire, and divided over a 12-month work year

V. Reporting Procedures:

Once the County approval is received, normal disseminating procedures should be followed (see Procedures for Hiring Administrators SOP).

VI. Dissemination:

Once State approval is received, normal disseminating procedures should be followed (see Procedures for Hiring Administrators SOP).