



**SOUTH LANE SCHOOL DISTRICT 45J3**  
**Building Stipends PAR**  
**2025-2026**

Revised 8/18/2025  
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](mailto: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](mailto: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.** All new changes are per the SLEA 26-28 Contract Article 5, Section B3
- **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.** Circle Years of Experience Pay Amount

Co-Curricular : Non-Athletics	1-3 years Amount	4-6 Years Amount	7-9 Years Amount	10+ Years Amount
<input type="checkbox"/> HS Assistant Drama (1/play)	\$749.21	\$786.67	\$865.34	\$995.14
<input type="checkbox"/> HS Band	~4495.25	\$4720.02	\$5192.02	\$5970.85
<input type="checkbox"/> HS Chess/ASB Advisor	\$2247.63	\$2360.01	\$2596.01	\$2985.41
<input type="checkbox"/> HS Dance Advisor, Graduation	~749.21	\$786.67	\$865.34	\$995.14
<input type="checkbox"/> HS FBLA, FFA, Key Club, Interact	\$1498.42	\$1573.34	\$1730.67	\$1990.27
<input type="checkbox"/> HS Head Drama (2 plays/year)	\$5244.46	\$5506.69	\$6057.35	\$6965.96
<input type="checkbox"/> HS Link Crew	\$749.21	\$786.67	\$865.34	\$995.14
<input type="checkbox"/> HS Newspaper	\$1498.42	\$1573.34	\$1730.67	\$1990.27
<input type="checkbox"/> HS Other Clubs	~749.21	\$786.67	\$865.34	\$995.14
<input type="checkbox"/> HS Vocal/Yearbook	\$3746.04	\$3933.35	\$4326.68	\$4975.68
<input type="checkbox"/> MS Band/Vocal	\$2996.84	\$3146.68	\$3461.34	\$3980.55
<input type="checkbox"/> MS Chess	\$1498.42	\$1573.34	\$1730.67	\$1990.27
<input type="checkbox"/> MS WEB	~749.21	\$786.67	\$865.34	\$995.14
<input type="checkbox"/> Elementary Outdoor School	\$749.21	\$786.67	\$865.34	\$995.14
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.		

<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.
<b>Training</b>	<b>Amount</b>	<b>Notes</b>
<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	
<b>Mentors</b>	<b>Amount</b>	<b>Notes</b>
<input type="checkbox"/> Mentor	\$1,400	Per year, per mentee.
<b>Miscellaneous</b>	<b>Amount</b>	<b>Notes</b>
<input type="checkbox"/> Moving Within Buildings	\$150	Article 5 - SLEA.
<input type="checkbox"/> On Call Stipend	\$150/week	Article 6 - OSEA
<input type="checkbox"/> <b>Other - Not Listed</b>	<b>Detail in Comments</b>	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. <b>Provide detail in "Comments"</b>

REQUIRED

#### 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

#### CABINET COMMENTS

#### HR USE ONLY

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