

Mustang Public Schools

Supplemental Stipend Increase Request Form

Teacher/Administrator Name: _____

Position Title: _____

School: _____

Department: _____

Date of Request: _____

SECTION 1: POSITION OVERVIEW

Current Stipend Amount: \$ _____

Requested Increase Amount: \$ _____

School Year This Increase Would Take Effect: _____

SECTION 2: JUSTIFICATION FOR PAY INCREASE

1. Reason for Request

Explain why you believe the current stipend is no longer adequate for this position. Include changes to the scope, expectations, or workload.

2. Additional Duties Beyond Original Description

Describe responsibilities or expectations you are fulfilling that were not included in the original position description.

3. Hours Spent Outside of Contract Time

Provide an estimate of the number of hours per week/month/year you spend on this duty outside of your regular contract hours.

Weekly Hours: _____
Monthly Hours: _____
Total Estimated Annual Hours: _____

4. Number of Students Served or Impacted

List the average number of students directly involved or supported through this extra duty role.

Number of Students: _____

5. Competitions, Performances, or Events Involved

Indicate if the role requires organizing or supervising events, competitions, or performances, and describe the scope.

6. During-the-Day Instruction

Will a class related to this duty be offered during the regular school day? If yes, explain how this affects your time and responsibilities.

Yes No

If yes, explain:

7. Supervisor Involvement and Oversight

Does there need to be an increase in the number of supervisors/staff for this duty?

Yes No

If yes, explain:

SECTION 3: ADDITIONAL COMMENTS

Include any other relevant information that supports your request for a stipend increase.

SECTION 4: ADMINISTRATIVE USE ONLY

Reviewed By: _____

Title: _____

Date Reviewed: _____

Decision: Approved Denied Pending Further Review

Notes/Comments:

Once you have approval from site administration please send it to Human Resources.
All requests must be turned into Human Resources by March 1st.