KELLER ISD	Key Strategic Priority: 4
ADMINISTRATIVE REGULATION	Workforce
Stipends and Extra Duty Pay	DEA(R1) DEA(R1)

STIPENDS

A stipend is a fixed payment for a specific service rendered regardless of time and effort spent on the activity. A stipend may be paid in equal payments over a period of time or as a lump sum.

Stipends are approved only at the district level and are specifically funded in the district budget. All stipend requests must be submitted to the Human Resources department during the budget preparation cycle to be included in the following year's budget.

Stipends paid must be listed on the master stipend list. Modification of stipends is limited to notations on the master stipend list.

It is required that the campus principal notify HR of stipend start and stop dates as stipend overpayments will be deducted from an employee's salary.

A stipend can only be paid to an exempt employee.

A stipend cannot be paid to a non-exempt employee. A non-exempt employee must be paid for actual hours worked. Hours worked in excess of 40 hours a week must be paid at time and one-half. A non-exempt employee may be paid extra duty pay at their regular hourly rate for similar work. If the work is substantially different, the non-exempt employee may be paid a different rate, but if overtime hours are to be paid, they must be calculated as a weighted rate or paid at the higher rate. Nothing in this regulation precludes the extra duty hours from being recorded as Comp Time.

EXTRA DUTY PAY

Extra Duty Pay is an amount paid at an hourly rate or task rate for a specific service completed in a specific amount of time.

Extra duty pay must be tracked on a time sheet and payment is made through submission of the time sheet to payroll.