

Cache County School District Policy Series 5000: Personnel

Policy No. 5480

Extracurricular Stipend Assignments

I. Cache Education Association and the Cache County Board of Education agree to the following policy regarding extra-curricular stipends:

A. A District Stipend Committee shall be established, its terms of service dependent upon the wishes of CEA and the Board and its composition consisting of the following appointed members:

1. Appointed by CEA:

- a. CEA Exec Board representative.
- b. A non-athletic stipend recipient from two high schools and an athletic stipend recipient from the other two high schools.
- c. An elementary school teacher.
- d. A 7-8 school Stipend recipient.

2. Appointed by the Board:

- a. A District office representative.
- b. An administrator and Activities Director from each high school.

B. Duties and Governance: The Stipend Committee will function subject to the following policies:

1. All Stipend Committee decisions will be made in harmony with stipend policy. All appeals relative to stipend issuance, amounts, discontinuance, or creation of new stipends will be made to the Stipend Committee. All Stipend Committee decisions are subject to review/approval/disapproval by the District and CEA negotiation teams.
2. All committee decisions will be by consensus, not majority vote.
3. Stipend policy and index revisions are the province of the negotiation teams, not the Stipend Committee, by the Stipend Committee is expected, as needed, to recommend revisions to the negotiation teams.
4. The terms of office and appointments to the Stipend Committee are to be reviewed and appointed on an annual basis by the appointing organization.
5. The chair of the Stipend Committee will be selected each year by the committee.
6. The Stipend Committee shall meet prior to February 15th of each year and report to the negotiation teams annually.

C. Stipend Policies:

1. Stipends are a financial recognition of teacher assignments for beyond those expected of other teachers. Stipends are not meant to provide financial compensation beyond the athletic/competition season.
2. Stipend amounts will be based upon the allocated FTE amount for stipends determined by the following formula: Sum of stipend recipient indexes x MS

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step 10 = amount of money available for stipends.

3. Differences among stipend indexes are attributable to differences in the following historical factors:

- a. Budget available for stipends
- b. Number of stipend recipients
- c. Number of students participating in the activity
- d. Number of District allocated assistants as listed on the Extra-Curricular Stipend Amounts sheet.
- e. Liability risk inherent in the activity
- f. Teacher time involved beyond regular day
- g. Length of activity season
- h. Degree of public awareness/pressure

4. Stipend amounts should reflect the principle of "equal pay for equal work" and adhere to Title IX guidelines.

5. No coach or advisor can claim more than one stipend per sport or activity per season.

6. Any additional stipend position over the number listed on the Cache County School District Extra-Curricular Stipend Amounts sheet must have pre-approval by the Activities Director and principal.

- a. No stipend position may be paid from district or school budgeted monies or from monies raised by or assessed to students.
- b. A floating stipend amount will be allocated to each high school for safety and supervision to minimize liability risk. This stipend must be approved by the school principal and athletic director and accounted for at the annual stipend committee meeting.
 - i. The floating stipend amount cannot be claimed by a coach or advisor who is already receiving a stipend in that sport or activity during that particular season.
 - ii. The floating stipend amount cannot be used to compensate for clinics, camps or any out-of-season activity.
 - iii. The floating stipend can only be used to support an activity currently listed on the district approved extra-curricular stipend activity list.

7. Stipends can be shared by coaches/advisors in a particular activity only when:

- a. Written prior approval by all involved stipend recipients.
- b. Approval by the Activities Director and principal (9th grade principal if necessary).
- c. Total amounts of stipend do not exceed approved stipend amounts.

8. Volunteers who assist coaches/advisors must have prior approval of the school's Activities Director and principals, and meet all other district employment requirements.

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9. Prior to beginning work at the school site, stipend recipients must be cleared for employment through the District Office Human Resources Department. This includes fingerprinting.
10. Claims for stipends may only be made after the completion of the regular activity season. Payment will be lump sum. The current levels of stipend funding and the positions receiving those stipends are reflected in the Extra Curricular Stipend schedule.
 - a. A stipend claim needs to be submitted by the 10th of the month for payment requested. All stipends for the school year must be claimed by June 10th of the current school year.
 - b. All activities under the jurisdiction of the Utah High School Activities Association are deemed to be seasonal, and stipends for those activities may not be claimed earlier than the 10th of the month upon completion of the regular season (re., UHSAA Handbook Dateline).
 - c. The following activities have been deemed year-round by the District Stipend Committee and may submit a first claim November 10th and the second claim May 10th of the contractual year:
 - i. Activities Director (responsible for all Utah High School Activities sanctioned events)
 - ii. Intramural Director
 - iii. Cheerleader Advisor
 - iv. Drill team Advisor
 - v. Yearbook Advisor
 - vi. Newspaper Advisor
 - vii. Show Choir Director
11. To the greatest extent possible, activities that can self-support the stipend (i.e., Yearbook) should do so.
12. Before a principal signs the stipend claim submitted by a teacher, the principal is responsible to verify that the teacher has fulfilled his/her obligations as a stipend recipient. Failure to fulfill obligations is grounds for denial of stipend.

Legal References: (Utah Code 53A-8-106{4})

Synopsis:

Approved by the Board of Education: August 1, 1975. Last Revised: April 25, 2019. Prior Revised Dates: 8/1/1983; 05/01/1984, 01/01/1987, 07/01/1988, 6/01/1989, 06/01/1995, 06/01/1996, 05/01/1998, 10/01/2000, 10/01/2005