

Provo City School District
Policy Series 5000: Personnel



5320 F4

Compensation and Benefits: Additional Stipend Agreement

Stipends and supplemental earnings are payments made to employees in addition to their standard base pay. Stipends and supplemental earnings are not guaranteed earnings and may be decreased or eliminated at any time. Extra pay may be awarded for the completion of work that is outside the scope of the staff member's job description and/or outside of the traditional workday. Stipends will be approved by the Human Resources department and according to the district stipend schedule. Certified employees do not acquire an expectation of continued employment or career status in the extra duty portion of any contract. For purposes of this policy, extra duty means an appointment which is in addition to the regular school day assignment such as an assignment for coaching or directing athletics, choirs, bands, orchestras, debate programs, drama, dance and similar extracurricular activities. The District retains the right to terminate extra duty appointments and the pay for such extra duty appointments within its sole discretion at any time.

Employee Name _____

Employee ID # _____

School Year _____

School _____

Title of Stipend _____

Amount of Stipend _____

I have reviewed Provo School District Policy 5320 P7 and agree to participate in an additional assignment during this current school year. I agree to fulfill these additional duties as defined by the Building Principal or District Supervisor. I understand that I will be compensated according to district policy and that this assignment is considered to be temporary and may or may not be renewed in the future. I understand that this compensation will begin in the October payroll, or the next subsequent pay period of this current fiscal year.

Teacher Signature _____

Principal/Director Signature _____

Date _____

Approved: October 2017