

Provo City School District
Policy Series 5000: Personnel



5320 P7

Compensation and Benefits: Stipends and Supplemental Earnings

Stipends and supplemental earnings are payments made to employees in addition to their standard base pay. All non-district employees who receive stipends for extracurricular duties are considered volunteers. Stipends and supplemental earnings are not guaranteed earnings and may be decreased or eliminated at any time.

On occasion, there is a need to compensate employees for performing duties beyond their regular assignment. There are several categories for extra duty pay including incentive, time, and responsibility.

Extra compensation includes acting rates, pay for extra services, bonuses, and incentive compensation. All extra compensation payments for staff require review and approval before they are communicated to the staff member. Extra compensation is not part of the staff member's base rate of pay; it is supplemental to their base pay.

Acting rates represent extra compensation for a staff member who has temporarily assumed major responsibility for, and performance of, a vacant position in a pay grade that is higher than that of his/her current position. Such assumed responsibility is usually in addition to his/her primary job responsibilities.

Extra pay may be awarded for the completion of work that is outside the scope of the staff member's job classification and/or outside of the traditional workday. Stipends will be approved by the Human Resources department and according to the district stipend schedule.

Bonuses are special one-time, lump-sum payments made to staff members. A bonus may be as a result of legislation or other negotiated agreement.

An incentive bonus is reserved for bonuses established as part of a formal, documented and approved Incentive Bonus Plan. These plans must be developed in consultation with the principal or supervisor and approved by the Deputy Superintendent. Payments of these bonuses are based on performance measured against the written goals and objectives of the Plan.

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.

All extra duties performed must be authorized directly by the school principal with approval from the Deputy Superintendent.

Legal Reference:

Synopsis

Utah Code R277-107

Educational Services Outside of Educator's Regular Employment