

Nonstandard code: GE

## **Stipended positions**

Stipend payments are for work beyond normal professional responsibilities of school employees. Staff meetings, workshops or like activities that occur during the normal course of scheduled workdays would not be considered stipend activities or be eligible for additional compensation in any form. Examples of stipend positions include, but are not limited to: coaching, advising extracurricular groups, and teachers taking on administrative or peer-training duties that are not part of their normal professional responsibilities or regularly scheduled work day. Stipend payments may be paid to people who are already employees of the district or may be paid to individuals who are otherwise not employed by the district. Contracted outside vendors are not considered stipended positions. Stipended positions are also distinct from extra pay for extra work to teachers or overtime pay to support staff.

### **General expectations of stipended positions**

1. For the purposes of policies, people receiving a stipend are considered employees and must conform with district policies guiding the behavior of employees. Similarly stipended positions will be considered employees from the point of view of liability insurance. Stipended positions are not eligible for benefits for their stipended work.
2. Stipends will be paid on a salaried basis (fixed pay for agreed work outcome), not hourly. The stipend committee specified by the collective bargaining agreement shall rate positions for scope and pay.
3. The superintendent or designee shall maintain a generic stipended position contract or contracts that indicates that the stipended employee understands and agrees to the terms of the job description and this and other district policies. The stipend contract may include language indicating that it is renewable each year upon mutual agreement of the employee and the superintendent/designee. All stipended positions will require a signed contract.
4. The superintendent or designee shall maintain an up-to-date master list of approved stipend positions, points, and the rated salary and the individual currently appointed to fill the position. This list shall be kept at the level of specific slots to be filled by individuals, not at the level of categories of positions. The list should be published on the RSU intranet freely accessible to at least the board, Orono Education Association and administration. Copies of the year-end lists shall be kept in permanent records for future reference.
5. Each stipended position is only offered to an individual for one school year. Stipend contracts signed with stipended employees should not extend longer than one academic school year.

### **Creation of New Stipend Positions**

Any new stipend position not on the master list will use the following process:

1. The superintendent or designee will draft a brief job description (or invoke an existing job description) and a brief justification of anticipated need (e.g. number of students or peers served).
2. If the position has a directly equivalent position, the points for that position will be used. If no directly equivalent position exists and the stipend committee is meeting before the position must be filled, the stipend committee will evaluate and rate the position to set the salary. If the stipend committee is not scheduled to meet before the position must be filled the superintendent based on

examination of similar positions and in consultation with members of the stipend committee will set an interim rating and salary for the position.

3. The superintendent or designee will present the new stipend position to the board for approval or rejection at a regularly scheduled board meeting.
4. Approved new positions will be added to the stipend list described under #4 in “General Expectations of Stipended Positions.”.
5. If the rating was interim, the stipend committee will assess the rating and salary at its next regularly scheduled meeting to set a permanent rating and stipend. The permanent position must then be approved by the board. The stipend list will be updated if any changes are approved.

The only exceptions to requirements for board approval are the following. Every new teacher hired who is required by state law or DOE regulations to have a mentor will automatically create a “Teacher Mentor” stipend position for the following year without requiring board approval. These positions will also automatically be added if the principal believes a mentor is necessary.

In addition when student interest in a sport or activity is unexpectedly large and additional supervision is needed immediately, the superintendent or designee is authorized to create and fill this position and commit to pay at a prorated salary until the next board meeting authorizes or rejects it.

### **Appointment of an individual to fill an approved stipend position**

Each appointment of an individual to a stipended position, whether it is for a new position or refilling an existing position in a new school year, will require nomination of the person to fill the position by the superintendent to the board and approval by the board before a contract may be signed.

Temporary contracts signed to fill positions based on unexpected student demand until the board can approve mentioned in the last paragraph are excepted.

For stipends under \$4,000 the superintendent or designee may use their best judgment on how to select an individual to fill the position. Vacant positions will be advertised internally if required by the CBA. These nominations for positions under \$4,000 may be presented as a slate of nominations to the board.

For positions with a stipend of \$4,000 or more the board requires a more extensive process to appoint a new person who has not previously been appointed to that position (i.e. filling a vacancy). Specifically they need to publicly advertise the position externally in addition to internally, appoint a search committee with diverse stakeholders, notify the board of the search committee when it is formed, and be prepared to meet with the board in executive session to discuss the hiring process and qualifications of the individual before the board approves the appointment. Even if the stipend is \$4,000 or more, appointments of an individual who served in that position the previous school year may be nominated for reappointment based on the judgement of the superintendent or designee and as part of a slate of candidates.

Even for nominations presented as part of a slate, the board reserves the right to meet in executive session to discuss individual appointments and vote separately on individual appointments if they feel the need to do so.

## **Annual review of stipend positions and individuals appointed**

As noted each stipended position is to be refilled each new school year.

The board expects the superintendent and designees to use thoughtful systematic processes for determining anew each year if there is adequate need and demand for the position. Positions without adequate need and demand should not be filled for that year.

The board expects the superintendent and designees to use a thoughtful systematic process for evaluating performance of the individual. The superintendent or designee are expected to open for rehire positions where performance is not satisfactory.

## **Trial stipend positions**

From time to time there may be a desire to explore whether a new extra-curricular activity has sufficient interest or administrative benefit. The superintendent or designee may create a trial position that is to be filled on a trial basis.

Stipends for trial positions will be \$250 and will involve a signed contract as required elsewhere in this policy and the stipend recipient will be considered an employee of the district with regards to expectations for meeting policies. A CHRC check must be completed before the hired individual works with students.

No trial position may exist for longer than one year.

The stipend committee must be notified of all trial positions and paperwork requested by the stipend committee must be submitted at initiation of the position. The superintendent will also notify the board of the trial position at or preferably before initiation of the position and may receive feedback about the financial advisability of pursuing this position long term.

At all times the administration will be clear with the person filling the trial position and with the students or staff interacting with the position that it is a trial position and there is no guarantee the position will be extended in the next year. For budgeting reasons, whenever possible, a position that is intended to be made permanent should be requested to be made permanent to the principal by January 31.