



# ECS Stipend and Bonus Policy 2023-2024

## [Additional Compensation Request Form](#)

ECS provides a broad array of stipends **for extra assignments beyond the employee’s agreement or job description**. Each semester, we look at our current priorities and update this stipend list as needed. School leaders review the stipend list to ensure that employees who qualify for a stipend are compensated for their work.

- **Approved standard stipends + bonuses** are listed in the table below
  - For any questions about these stipends/bonuses, please reach out to the [ECS Payroll team](#)
  - **Supervisors:** complete the Additional Compensation Request process before an employee begins their stipend/bonus work
  
- **Potential recipients of stipends/bonuses:**
  - If you don’t receive an approved stipend agreement, you will not be paid
  - Make sure to remind your supervisor to fill out the Additional Compensation Request form for you
  - Once the agreement is signed by you and ECS, the Home Office can process the payment
  - Stipends and bonuses are subject to state and federal withholdings, as well as STRS and PERS deductions, and are issued separately from regular salary.
  
- **Hourly staff are NOT eligible to receive stipends.** If there’s a large increase in necessary workload within a given work day or week, then a supervisor may authorize overtime in advance of the work being completed
  - The employee must continue to clock in and out to be paid for all hours worked

AVAILABLE TO	STIPEND NAME	DESCRIPTION	AMOUNT	PAYMENT FREQUENCY
All benefit-eligible employees	Health insurance opt-out	Increasing this year from \$2K in 2021 per year to \$4500 per year, when an employee provides proof of insurance.	\$4000 per employee annually in 22/23; increases to \$4500 in 23/24	Spread out evenly over the length of the employment agreement
11-month and 12-month salaried employees	Student and Staff Recruitment Support After Hours	This stipend will provide salaried employees with a stipend for supporting student outreach efforts after hours and over the weekends.	Up to 3 Hours: \$90 3-5 Hours: \$150	One-time lump sum when the form is filled and approved by a supervisor

AVAILABLE TO	STIPEND NAME	DESCRIPTION	AMOUNT	PAYMENT FREQUENCY
11-month and 12-month salaried employees	After School Sports Coaching	For salaried staff who head coach or assistant coach sports This amount can be split between two individuals	Head coach - \$5000 Assistant coach - \$3000	Spread over 2 payments over sports season
11-month and 12-month salaried employees	Overnight Camping	For salaried employees who chaperone an overnight camping trip  Hourly employees, use the <a href="#">Guidelines for Hourly Employees</a>	\$200/ night	One-time lump sum
11-month and 12-month salaried employees	Working Groups Participation	Summer working groups will be used to move forward priorities. 11 Month employees who support summer working groups can receive a WGP Stipend.	\$40/ hour based on the initial estimate of time spent working	Paid out each pay period according to the dates outlined in the stipend agreement
11-month and 12-month salaried employees	Professional Learning Community (PLC) Facilitators	Stipend for Facilitators of PLC during PD tied to number of sessions. This amount can be split between two individuals	\$600 if 4 sessions (2 hours each), 4 hours for planning \$450 if 3 sessions (2 hours each), 3 hours planning	Paid out each pay period according to the dates outlined in the stipend agreement
11-month and 12-month salaried employees	Coverage for Leave for Principals and APs	For leaders on site who step in to support when a Principal or AP is out of the office for more than 1 month. This amount can be split between two individuals.	\$800/ Month when we have a sub in place.  \$1700/ month w/o sub  These sums will be shared when responsibilities are shared	Paid out each pay period according to the dates outlined in the stipend agreement
11-month and 12-month salaried employees	Coverage for Leave for Counselors/Social Workers/ Coordinators/ Curriculum and Lesson plan development for a long term sub	For leaders on site who step in to support when a Counselor, Coordinator, Social Worker is out of the office for more than 1 month. This amount can be split between two individuals.	\$400/ Month when we have a sub in place.  \$800/ month w/o sub  These sums will be shared when responsibilities are shared	Paid out each pay period according to the dates outlined in the stipend agreement

AVAILABLE TO	STIPEND NAME	DESCRIPTION	AMOUNT	PAYMENT FREQUENCY
11-month and 12-month salaried employees	Value Add/ Signing Bonus	Average signing bonus has been \$2,000; we generally use this for our hardest to hire roles.	Not to exceed \$5000 annually	Varies depending upon STRS/PERS profile
11-month and 12-month salaried employees	National Boards	National Board Certification was designed to develop, retain and recognize accomplished teachers and to generate ongoing improvement in schools nationwide.	\$4000 annually in 22/23; increases to \$4800 in 23/24	Varies depending upon STRS/PERS profile
11-month salaried employees	July/ Break (Winter, Spring, Thanksgiving) Conference Participation	For 11 month employees who attend a conference in July	\$150 for half day and \$300 for full day	One-time lump sum
11-month certificated employees	Internal Subbing	For credentialed ECS employees when they are covering for ECS teachers at their own site or at another site. This coverage is logged in your sites' Internal Subbing Form	\$27/hr	Paid in the pay period work is done
11-month certificated employees	Intersession prep period teaching assignment	If an additional class is assigned (for example, during Intersession) that temporarily takes the place of a teacher's prep period, a stipend will be paid	Teacher's hourly rate for each additional class period hour taught over the assigned load.	Paid in the pay period work is done
11-month certificated employees	Letters of Recommendation	For teachers who write more than 10 letters of recommendation	Calculated as the author's hourly rate multiplied by 2 hours per letter of recommendation written if the total written is in excess of 10 letters.	One-time lump sum
11-month certificated employees	Small Project and Innovation Stipend	This can include stipends for teachers who are piloting co-teaching strategies for SPED, teachers who are engaged in extensive classroom filming projects more than 4 hours at a time	\$300-\$500 depending on the estimated length of time dedicated to the project	Spread evenly over duration of the project

AVAILABLE TO	STIPEND NAME	DESCRIPTION	AMOUNT	PAYMENT FREQUENCY
11-month certificated employees	Department Chair	For teachers who lead a subject area for a campus. This amount can be split among two teachers who want to hold this responsibility together.  This amount can be split between two individuals.	Range from \$2500 to \$3500 based on the size of the team	Spread out evenly over the length of the employment agreement
11-month certificated employees	Additional Class Periods or Prep	In a school year, if the standard teaching schedule is that teachers teach 5 of 7 periods and a teacher teaches six periods rather than five, that teacher shall receive a stipend for the additional teaching period.  If the standard teaching schedule is that teachers teach two different course preparations and a teacher teaches an additional course , that teacher shall receive a stipend for the additional instructional preparation.	Hourly rate calculation based on total workload increase	Spread evenly over duration of the semester(s)
11-month certificated employees	Team Leader/ Grade Level Lead	For teachers who lead a team of colleagues who teach the same grade level, to collaborate and plan for interdisciplinary instruction and alignment across coursework.  This amount can be split between two individuals.	\$45/ hour based on the initial estimate of time spent working  Range from \$2K to \$4K based on the size of the team	Spread out evenly over the length of the employment agreement
11-month certificated teachers who are teaching two courses at the high school level	PCT Planning time for teachers who are teaching two courses at the high school	Teachers who are teaching two courses at the high school can either request a sub for release day, or they can earn a stipend of \$250 to produce PCT deliverables for their second course.	250/day	Up to three times per year when requested by supervisor; each quarter

AVAILABLE TO	STIPEND NAME	DESCRIPTION	AMOUNT	PAYMENT FREQUENCY
Instructional Coaches and Specialists	Extended Coverage for a Teacher	An instructional Coach, Coordinator or Specialist is asked to step in for an vacant teaching position during an extended recruitment process; Stipend will be paid IF the Instructional Coach or specialist is holding some of the responsibilities of their current role while teaching.	\$400/ Month when we have a sub in place. \$800/Month w/o sub	Paid out each pay period according to the dates of coverage