

Adopted October 20, 1999
Revised October 28, 2025

Staff Supplementary Pay Plans and Stipends

Licensed Staff Supplementary Pay or Compensation Points

Teachers who are regularly assigned to duties which require extra time or responsibilities over and above their contractual obligations may receive extra monetary compensation or compensation points in accordance with a supplementary salary schedule or points document set annually by agreement between the Board and representatives of the instructional staff. Most stipends shall be paid on an annual or seasonal basis, although certain assignments performed at irregular intervals may be paid at an hourly rate.

Faculty members to be appointed to extra monetary compensation positions shall be recommended by the superintendent and approved by the Board. Appointees shall be issued a contract for the terms of the extra employment, stating their particular assignment, its duration and the compensation to be paid. Compensation points awarded to employees will be approved by the appropriate compensation committee that the board has appointed.

Employees may receive additional pay, approved in advance, for extra roles/duties which are:

- above and beyond their job description,
- different responsibilities than the position they hold,
- tasks are performed outside of the normal schedule,
- Staff is paid at the listed hourly rate of pay, and maximum hours allowed must be pre-approved and communicated by their Administrator
- Grant-funded additional pay must follow all district and grant-related additional pay policies

Classified Extra Duty Pay/Stipends

The district follows Federal and State Department of Labor (DOL) and Fair Labor Standards Act (FLSA) compliance guidelines. Classified (nonexempt) employees are required to clock in/out to ensure all Classified staff are paid for all hours worked in a workweek and paid at the appropriate straight time and/or overtime rates. Paying a flat stipend is prohibited when classified staff are performing the same work as their position's job responsibilities describe. This is because flat stipends do not ensure the appropriate rates of pay are being applied.

Classified staff can be paid a stipend when the work performed is entirely different than the work performed in their classified position(s) and the work is performed outside of

any other position's work hours, (i.e. Classified staff can have a coach position and can be paid a stipend similar to how all other coaches are paid. Another example is if a Classified employee applies to be a Student Council Sponsor and is paid a stipend for that work performed after school hours similar to another sponsor who is also paid a stipend but happens to also hold another position as a teacher).

Coaches

Coaches shall be paid salaries that are commensurate with the demands of their specific coaching assignments.

Auto Stipends

When an employee is required to utilize their personal vehicle on a regular basis to conduct district business, the Superintendent may authorize a monthly vehicle stipend. This stipend may vary based upon the amount of travel required by the employee based upon the responsibilities assigned. This stipend is in lieu of mileage reimbursement and requires a signed agreement.

Cell Phone Stipend

When an employee is required to be accessible by cell phone during the workday and after business hours, the Superintendent may authorize a monthly cell phone stipend. This stipend will be paid monthly to offset the employee's personal cell phone cost. This does require a signed agreement be executed. Such employees that receive this stipend will be listed on the Emergency Contact List.

LEGAL REF.:

CRS 22-63-206(3) (Additional Compensation)