



The GLOBE Academy STIPEND POLICY

- I. **PURPOSE** The Board of Directors (BOD) recognizes that stipends may be paid for certain activities. Stipends are an allowance for additional duty that requires preparation and enhances curriculum or otherwise benefits the school community. The BOD believes that any stipends need to be fair, reasonable, consistent and non-discriminatory.

- II. **GENERAL STATEMENT OF POLICY** The Board of Directors has established the following initial guidelines for the payment of stipends. These policies may be amended or adjusted at the discretion of the Head of School with notice to the Board.
 - A. All activities that qualify for a stipend must be a part of a planned program that has been approved by the Head of School (HOS).
 - B. When the HOS approves the activity, they will assign a stipend from the Stipend Payment Schedule (below) or designate the stipend if the activity is not on the schedule. Any new stipends will be subject to review and approval by the BOD.
 - C. Only employees of The GLOBE Academy are eligible for stipends. An exception is allowed for sports teams where non-GLOBE employees may act as Head or Assistant Coach as long as a GLOBE Employee is acting in the other capacity and is present at all practices.
 - D. For student-based activities the proposed activity to be considered for stipend must include at least 10 students and require a minimum of 6 consecutive hours above and beyond the regular school day. Only one daily stipend is allowed per day. For example, an overnight trip will only result in one 'Extra Day' stipend per 24 hour period.
 - E. If two staff members work on a project the stipend is per activity (split among participants). This does not apply to overnight field trips. An exception is allowed for sports team where a staff member is required to be present at all practices when the head coach is not an employee. In this case, a head coach stipend will be paid to both the head coach and the staff member. An additional exception is allowed for a secondary stipend for an assistant coach. However, no more than two stipends will be paid per sport.

- F. After school clubs must have at least 6 members, be at least 12 weeks long, and meet for a minimum of one time per month in order to be eligible for an hourly stipend. All details of club must be provided to HOS and AHOS for approval a minimum of 3 weeks before anticipated start date. Sponsors must coordinate with Facilities Administrator regarding available space and Business Manager regarding proper record-keeping for payroll at least 2 weeks before start date.
- G. All stipends will be paid through payroll.

III. STIPEND PAYMENT SCHEDULE

Type	Extra Days(incl. Space Camp)	Gifted	ESOL	Grade Level Chair	Head Coach / Assistant Coach	Mentor	Band, Chorus, Orchestra Director Extra Activity	After School Club Sponsor
Amount	\$100	\$500	\$500	\$1,000	\$1,500 / \$500	\$500	\$1,500	\$35/hr.
How Often	day	annual	annual	annual	seasonal	annual	annual	hourly
Notes	Must be at least 6 consecutive hours	Must provide PSC proof of certification	Must provide PSC proof of certification	Paid at end of year	Paid at end of season	Paid at end of year	Paid at end of year	Paid with regular payroll
* There will be no pro-rating if employment terminates before the end of the school year * Band, Chorus and Orchestra Directors do not receive Extra Days stipend in addition to Extra Activity Stipend								

Policy approved: _____