

IUSD Stipend Guidelines

2018-2019

Certificated

Stipend submission deadline is the 14th of the month for **work completed from the 15th of the previous month through the 14th of the current month.**

1. Article 15.7 - PAR Consulting Teacher (CT) - stipend submitted monthly
 - a. \$40/hour when working on approved proposals
 - b. \$50/hour when supporting teachers (Referred and Voluntary)

2. Article 17.8 - Summer School/Intersession
 - a. *Hourly based on years of service*
 - i. 0-10 yrs = \$38.49
 - ii. 11-15 yrs = \$40.55
 - iii. 16 yrs+ = \$42.94

3. Article 17.9 - Teacher Hourly (\$38.49) – For contracted teachers - stipend submitted monthly
 - a. *Teachers who temporarily exceed their daily instructional minutes or class load at the request of their site administrator*
 - i. Subbing during contracted work day (i.e. – no sub available for a period, after school, prep period - Reminder: When you submit a stipend for a teacher covering for another teacher, the regular program budget (xxx-010 and xxx-020) can only be used when the absences is for is for sick, PN, or AB109 leave. When a teacher is covering for a teacher out for professional development, training or a meeting, a budget other than the regular program budget must be used.)
 - ii. Other teaching within the regular school year (i.e. – home instruction)
 - b. Special Project (i.e. - homework club, chaperone @ concert, Primary Literacy Coach or participant, PBIS work, Peer Tutoring and Curriculum Development)
 - c. Special Event - College Night
 - d. Teacher subpoena to appear in court for a District issue (outside of regular work year)
 - e. EL Tutoring
 - f. Teaching Extended Learning

4. Article 17.10 Per Diem (day/hour) – *Teachers requested by administration to work extra days beyond their regular calendar*
 - a. Same work person was hired for but outside contract time (except subbing)
 - i. Teacher – attending an IEP in the summer
 - ii. SLP – summer assessment for an IEP
 - iii. Counselors

5. Substitute Rate in lieu of a Comp Day/Release Day - paid for time outside of the employee’s regular work year/hours. (Rate information can be found at intranet.iusd.org/hr under Substitute Teacher.)
 - a. Writing Project/Social Science Grading Day/4-6 (weekend/evening)
 - b. Outside of the teacher’s contract days (i.e. - 60% teacher subbing on a day off)

IUSD Stipend Guidelines

2018-2019

- c. Kindergarten Testing (release day with a sub in the class or stipend if outside of teacher's contract days)
 - d. Moving Classroom
 - i. New school or Modernization only – 1 day moving out/1 day moving in (2 days max)
 - ii. Comp day (2 max) to be used in the school year earned and with prior principal approval
 - e. Committee meeting on a non-work day
 - f. Pay out a comp day (Elementary: in lieu of release days provided for combo classes or large class size; Secondary: over contract up to 5 days per semester)
 - g. Jury Duty over the summer or intersession break
 - h. Over contract compensation – max of 5 days per semester
 - i. *Release Day - On site grading with a sub in the class
6. District Presenter Pay - \$40/hour
- a. Same rate regardless of number of participants
 - b. Prep time - compensated at same hourly rate
 - i. Up to two hours of prep per each hour of presentation if preparing new materials
 - ii. Fewer hours for preparation if revising or copying materials – administrator discretion
7. Other – varies
- a. Certificated employees can be paid a lump sum “agreed upon amount”. This amount can be **paid across multiple pay periods** as long as extra work is not tied to days and hours. Examples include:
 - i. All Chair/Coordinator positions treated as activities
 - ii. Department Chair (responsible for coordinating teachers)
 - iii. Supervise lunchtime activities
 - iv. Identify at-risk students
 - v. Student Teacher/Master Teacher
 - vi. Zero Period
 - vii. EL Rep
 - viii. PSAT Coordinator
 - ix. WASC lead
 - x. Coordinate Project Success
 - xi. Jr. Games Coach
 - xii. LAN Administrator
 - xiii. Intervention Lead
 - xiv. SSC/SST Facilitator
 - xv. Student Council / EIRM / STAR / WOW Coordinator
 - xvi. TAC Lead
8. Sub teachers can be paid on a stipend if they have a short-term assignment:
- i. Pay long-term subs to attend BTSN or Open House
 - 1. Short-Term Ext Day Instrc (CE SUB 9855D)
 - ii. Proctoring Exams such as PSAT, ACT, AP and Sat School
 - 1. Short-Term Proctor: Tests (CE SUB 9855A)
 - 2. Short-Term Proctor: SatSch (CE SUB 9855B)
 - iii. Extended Learning Class/Teaching after school
 - 1. Short-Term Ext Day Instrc (CE SUB 9855D)

IUSD Stipend Guidelines

2018-2019

Classified

Stipend submission deadline is the 19th of the month for work completed from the 20th of the previous month through the 19th of the current month.

1. Hours must reflect actual hours worked
2. Hours, days and hourly rate should be listed
3. All extra work and overtime for regular Classified employees including
 - a. All regular employees who are subbing for an absent co-worker in the same classification and are paid at their regular hourly rate
 - b. All work paid by ASB
 - c. Board Meeting Work – stipends should be submitted monthly and reflect actual hours worked
 - d. PSAT, ACT, AP Exam, and etc. proctoring @ the established hourly rate – must possess ASCC, be FBI fingerprinted, OR hold a certificated sub credential

******Forecasting hours and flat rate stipends are not allowed (i.e. - \$1000 for the year)**

4. Pay must to be calculated at an **hourly rate** to be legally compliant
 - a. Total is the **combination** of regular hours and extra duty hours
 - i. \leq 8 hrs/day or 40 hrs/week – regular rate of pay
 - ii. \geq 8 hrs/day or 40 hrs/week – 1 ½ times regular pay rate
 - b. Employees working a sixth or seventh day - Per Ed Code 45131
 - i. Employees working 5 days a week, averaging 4 hours per day or more will be paid overtime (1 ½) if they work on a 6th and/or 7th day
 - ii. Employees working 5 days a week, averaging less than 4 hours per day will be paid over time (1 ½) on the 7th day

Examples:

- Employee normally works 6 hours each day. He/she works 4 additional hours on each of 3 days during the regular work week. The first 2 hours on each of these 3 days will be at the regular rate of pay and the second 2 hours each day will be at the OT rate because they are in excess of 8 hours in a day.
- Employee normally works 6 hours each day. All work performed on a Saturday or Sunday will be at the OT rate based on Ed Code 45131.
- Employee normally works 40 hours a week. All extra hours will be at the OT rate.
- Employee works as the LAN Admin during the year and has agreed to \$1,000 for all work. Site must submit a stipend each month for all work in the previous 30 days (see submission dates) and provide the hourly rate or OT rate based on regular hours worked and the number of hours (it is understood that sites may “back into” hours/rate).

Salary Rates for Short-Term Work

Short-term Employees (See short Term Salary Schedule on the Intranet)

<https://intranet.iusd.org/hr/documents/1819ShortTermSalaryScheduleST01.pdf>

IUSD Stipend Guidelines

2018-2019

Guidelines for Paying VAPA Clinicians (Coaches), Out-of-Season Athletic Coaches, and Summer Camps

These guidelines apply to walk-on VAPA coaches who work during the school year; walk-on athletic coaches who work during the school year out-of-season; and summer camps for athletics and VAPA.

Payment by iStipend

- Sites use the iStipend system monthly to pay walk-on VAPA coaches and out-of-season athletic coaches on the classified payroll cycle.
- Use the iStipend system for summer camps. Walk-on coaches (WOC) are paid on the classified pay cycle; teachers who are coaches are paid the summer camp rates but on the certificated pay cycle.
- Once the hiring process as a Walk-on Coach is complete, sites must complete a COS at beginning of this additional assignment in order to use iStipend to pay coaches for additional work out-of-season, summer camp, etc.
- Once a COS has been entered for a coach, he/she will be left in the system until the site enters a COS upon his/her separation.
- At the end of each semester, sites should do an audit to remove coaches who no longer work for the school and do a COS to exit them from the system.
- Sites should establish accountability measures to track and approve hours worked. For example, the employee may submit a log of hour worked on a regular basis to site designee, approved by site designee. Sites may keep spreadsheets for the same purpose.
- These hours are not subject to OT but be careful not to assign more than 8 hours of work on any given day and over 40 hours for a week (weekends or camps).

Pay Rates

- Employees are paid hourly according to established rates outlined for each position below.

Position	Rate	Description
VAPA Clinician	\$38 VAPA - Clinician V \$34 VAPA Clinician IV \$25 VAPA Clinician III \$20 VAPA Clinician II \$15 VAPA Clinician I	Description: Provides supplemental coaching to students in VAPA programs including instrumental music, choral music, visual and performing arts during the school year. <ul style="list-style-type: none"> • Hired as Walk-on coaches • Do not qualify for daily overtime, but do qualify for overtime if they work more than 40 hours in one week. The following guidelines are descriptive. Consider responsibility and job duties first, then level of experience when determining rate. <ol style="list-style-type: none"> 1. VAPA Clinician V- Highest level of responsibility and may run groups under direction of teacher. Degree (undergraduate or graduate) and/or professional experience preferred. 2. VAPA Clinician IV- High level of responsibility and may run groups under direction of teacher. Degree (undergraduate or graduate) and/or professional experience preferred. 3. VAPA Clinician III- General responsibility including working with small-medium groups under direction of teacher. College Degree preferred. 4. VAPA Clinician II- Under supervision, works with small groups and ensembles. Some college with upper division work preferred. 5. VAPA Clinician I- Lowest level of responsibility including assistance at rehearsals. Some college experience preferred.

IUSD Stipend Guidelines

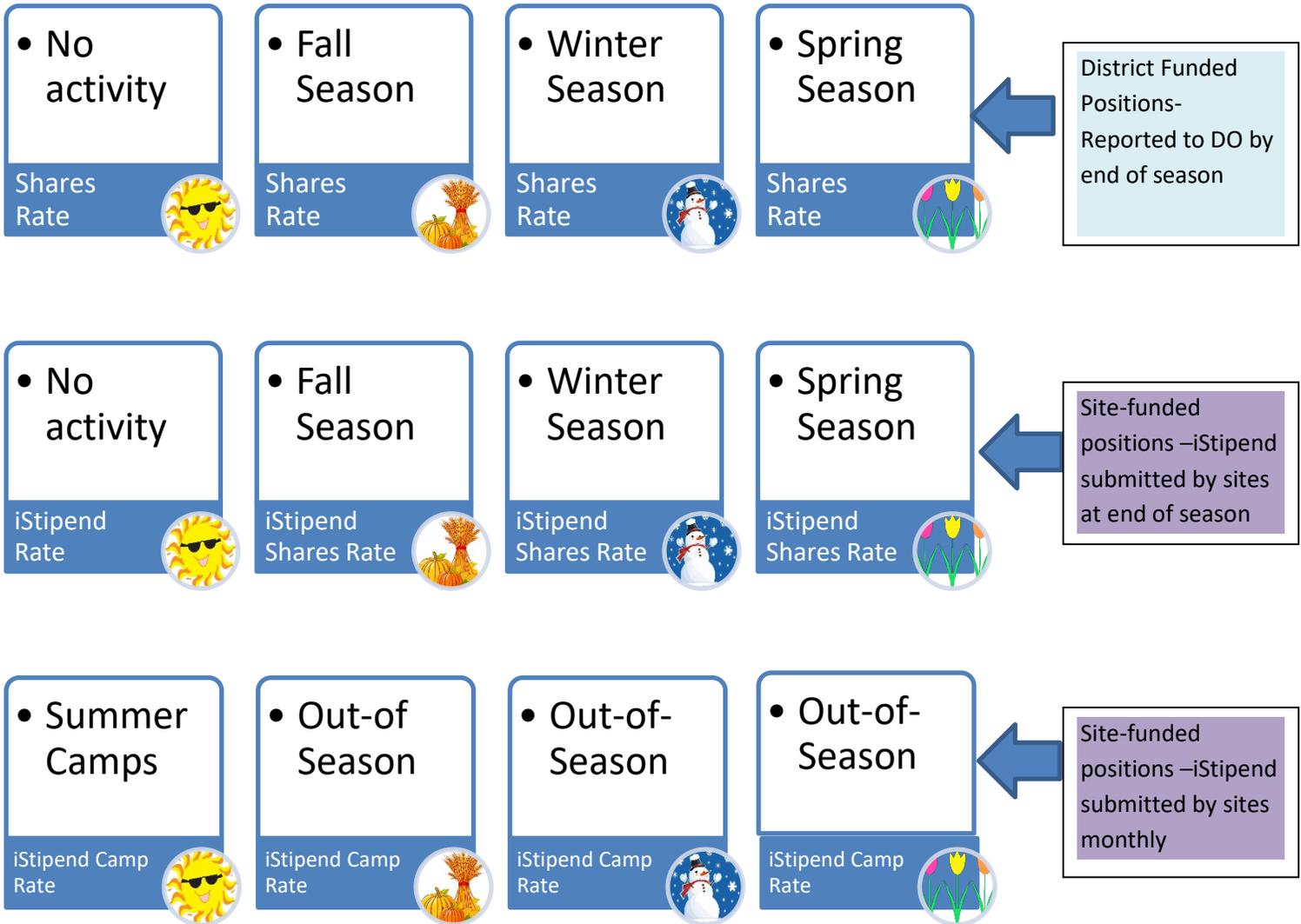
2018-2019

Summer Camps (Athletics and VAPA)		\$38 Head Coach \$34 Senior Assistant Coach \$25 Assistant Coach II \$20 Assistant Coach I \$15 Junior Assistant Coach	Description: Coaching at summer camps hosted by IUSD athletic and VAPA programs <ul style="list-style-type: none"> • Hours determined by budget and requirements of the camp.
Out-of-season Athletic Coaching (Fall, Winter, Spring)		\$38 Head Coach \$34 Senior Assistant Coach \$25 Assistant Coach II \$20 Assistant Coach I \$15 Junior Assistant Coach	Description: Conducts practice for athletic programs during the off-season in fall, winter, or spring during a sport-specific PE class period under supervision of AD. <ul style="list-style-type: none"> • Applies to Walk-on Coaches (WOC) • Off-season is 11-13 weeks in length • WOC expected to take each class period each week @ 5-10 hours per week. <u>No more than 10 hours per week.</u> • Additional hours assigned weekly for planning and other program duties which may be spread out over season or paid at end of season. • Total compensation for an individual off-season may not exceed in-season salary at base shares for walk-on coach <ul style="list-style-type: none"> ○ Head Coach- Responsible for program organization, coaching during class period,, community interaction ○ Senior Assistant Coach- significant organizational responsibilities; coaching during class periods ○ Assistant Coach II- more experienced assistant coach ○ Assistant Coach I- intermediate assistant coach ○ Junior Assistant Coach- most junior assistant coach <p>Note: On-campus contracted teacher is usually assigned a teaching period. Use teacher hourly rate otherwise.</p>

IUSD Stipend Guidelines

2018-2019

ATHLETIC COACHES-RATES AND PAYMENT PROCESS



Note- For walk-on coaches, sites must ensure that the hiring process has been completed before submitting Change of Status to request to pay a coach via iStipend for summer camp. Sites must complete a Change of Status in order to pay a walk-on coach for an out-of-season assignment using iStipend.