

### **Gore Schools Extra Duty Assignments.**

Extra duty Assignments will be made by GPS superintendent and site principals (for site assignments) and may be revoked at any time without prior notice, for any reason. If terminated, the stipend shall be prorated based on the days an employee was present and fulfilled the terms of the extra duty. In the event a stipend has been paid but the duty has not been performed at the time of termination, a reduction in salary may be applied to or a full reimbursement shall be made by the employee for all district funds paid to and on behalf of the employee.

The superintendent will make recommendations to the board for a list of duties, assignees, and if needed, revocations. The board will have final approval of all contracts including “Extra Duty Stipends”.

Only the GPS Board of Ed. can create a new “Extra duty stipend contract”.

Duties and stipend contracts will be considered annually by the board before the first payroll date in August. No stipend will be paid until the board has approved the activity, the duty assignment, and the stipend. Any stipend that the board may create during the school year shall be in force from the date of the board approval.

Stipends are approved annually and at not an offer of continued employment. All stipends end June 30<sup>th</sup> of each year without notice.

#### **New stipend request**

Project sponsor or GTA officer shall prepare a presentation to the board.

The presentation shall include a detailed list of the following:

- Name of the activity
- Grade level (s)
- Qualification of students for participation
- Expenses expected to be paid by the district or participants such as equipment, transportation, entry fees, consumables.
- Rules and eligibility for participation
- Sponsor (s) qualifications
- Expected time/effort by sponsor
- General activities the program will be involved in
- Annual evaluation of the program/activity
- Requested stipend.

The requesting person shall contact the superintendent to be placed on a board, open meeting agenda. The requestee shall present their proposal to the board for consideration. Decision of the board is final.

#### **Stipend Extensions for prolonged duties consideration.**

Stipends may have added proration at the discretion of the of the board for extended season duties

These may include area or state qualifications for a team. OSSAA District level will not be eligible. OSSAA Regional level may be considered if the team or individual with a coach competes throughout the entire OSSAA Championship Regional bracket and qualifies to advance to the next area-state competitions.

Softball, Baseball, Basketball, and Football extensions will be prorated on each additional week of practice when qualified for the OSSAA “playoffs”. Proration will be based on the regular stipend per season/weekly calculation.

Example: **THIS IS AN EXAMPLE FOR CALCULATIONS AND CLARIFICATION ONLY**

Stipend for football is for 10 games and the first round of the OSSAA Playoff. Stipend is \$1,100.00 or \$100.00 per game in this example.

For every game played in the playoffs past the first round, 1/11 of the stipend or an additional \$100.00 dollars will be earned per game played based on the proration formula.

Stipends are based on the school year and/or a “traditional sport season including the “first round of playoffs in football and districts in other sports. Stipends may be increased upon board approval during the school year. Any increase consideration shall be based on increased duties, expenses, or extended duties past the initial stipend contract.

Stipend extensions will be considered at the May board meeting annually for summer payments of the current school year.

Staff that are not re-employed or that have resigned as of June 30<sup>th</sup>, shall not be considered.