



Superintendent's Circular

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FIN-20
Version 01

MANAGING YOUR STIPENDS

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

Please use the [Budget Office /Stipends reference document](#) as your guide to initiating online stipend requests.

DEFINITION OF STIPEND WORK FOR UNION POSITIONS (BTU, BASAS, GUILD)

- Stipend work consists of activities that are distinct and separate from an individual's job and not an extension of it.
 - Some examples of stipend work include staff training beyond the contractual PD and Saturday or evening schools for teachers.
- Stipend work is not to be performed during the period of time that constitutes the normal workday.
- For BASAS staff, they must perform their school day hours for the year prior to being eligible for a stipend.

DEFINITION OF STIPEND WORK FOR MANAGERIAL POSITIONS — SCHOOLS

- Stipend work consists of activities that are distinct and separate from an individual's job and not an extension of it. School-based managerial employees cannot receive a stipend unless their contractual school days (223) are completed. Stipend work is not to be performed during the period of time that constitutes the normal workday.
- These stipends must be for activities that are outside of the job description of the managerial employee.
- Stipend opportunities for managerial employees in schools must be posted in the school or on TalentEd.
- To authorize a stipend request for an individual in a leadership position, Tiers D through F, the submitter will be required to attach one of the following to their request: the supervisor's written approval, a signed superintendent's memo, or an email approving the work.

DEFINITION OF STIPEND WORK FOR MANAGERIAL POSITIONS — CENTRAL OFFICE

- Stipend work consists of activities that are *distinct* and *separate* from an individual's job and not an extension of it.
- Stipend work is not to be performed during the period of time that constitutes the normal workday.
- Managerial employees in central offices are only eligible to receive stipends that have been posted through the Office of Human Capital. These stipends must be for activities that are outside of the job description of the managerial employee.
- Central office managerial employees may not apply for stipends unless they have been posted on TalentEd via the

Office of Human Capital. Please connect with your OHC staffing manager if you are interested in posting a stipend opportunity on TalentEd.

- To authorize a stipend request for an individual in a leadership position, Tiers D through F, the submitter will be required to attach one of the following to their request: the supervisor's written approval, a signed superintendent's memo, or an email approving the work.

DEFINITION OF STIPEND WORK FOR SCHOOL LEADERS

- Stipend work consists of activities that are distinct and separate from an individual's job and not an extension of it.
- Stipend work is not to be performed during the period of time that constitutes the normal workday.
- School leader stipends must be for activities that are outside of the job description of the school leader.
- In order for a school leader to receive a stipend, it must be either posted on TalentEd or the stipend request must be submitted along with a signed memo to the superintendent.

DEFINITION OF STIPEND POSTING

Stipend work must be offered to individuals at schools in accordance with the policies of the School Committee. Specifically, the work must be distributed equitably and based on demonstrated competence and qualifications.

In schools, stipend opportunities must be posted to the staff. These postings may be internal to the school, so long as all non-

managerial employees at the school have the opportunity to apply. An email to all school staff is an appropriate method of posting. OHC or Budget may ask for proof of posting at any time after a stipend authorization request (formerly referred to as a PS08) has been submitted. School-based managerial staff may apply to their school's internal posting if eligible. School-based stipend opportunities can be posted on TalentEd as well.

In central office departments, stipend opportunities must also be posted. These postings must be done through the Office of Human Capital. Central office managerial employees may not apply for stipends unless they have been posted on TalentEd via the Office of Human Capital.

AUTHORIZATION TOOLS

Stipend Authorization Request (SAR) – request for authorization *before* work starts (must be submitted at least two weeks prior to the first day of work). SARs for summer work should be submitted before the end of May. If an SAR is submitted after the work has started, the submitter is required to provide an explanation as part of the request.

Pay Certification Request (formerly referred to as a PS09) – request for payment *after* work is completed (must be submitted no later than two weeks after the work is completed). If an SPC is submitted after the work has started, the submitter is required to provide an explanation as part of the request.

SCHEDULE FOR AUTHORIZATION

Department heads or principals should plan in advance and request SARs on time.

- SARs must be submitted at least two weeks before work starts, except in the case of summer work. If a stipend is requested late, the submitter will have to write in an explanation when prompted in the online system.
- SARs for summer work should be submitted before the end of May.
- Pay certification requests should be submitted no later than two weeks after the work has ended.
- Pay certification requests that need to be processed in the last paycheck in June must be submitted by the Wednesday prior to the pay period end date.

In addition, due to the Budget Collaborative and Probable Org schedule between December and February, please allow additional time for SAR approvals and submit them at least three weeks before work starts.

AUTHORIZATION PROCESS

All stipend work must be authorized in advance by the Office of Human Capital and Budget Office.

Authorization from Budget and HC must be received via the approved SAR *before* the work starts. A department head does not have independent authority to authorize stipend work.

Departments or schools are responsible for informing employees when a pay certification request has been submitted for

payment. Please review the [stipend guidance](#) around submitting SARs and pay certification requests. Additional guidance on the stipend process can be found on the [Budget Office Resources/Stipends page](#).

WORKFLOW FOR STIPENDS

1. Stipend work opportunity is posted (internally for schools and on TalentEd for central office) and individuals are chosen to perform this work.
2. Secretary or department head's designee originates stipend authorization request (SAR).
 - a. Submitter cannot be one of the employees to receive a stipend.
 - b. Submitter must complete the authorization process for all individuals that are flagged. This could include the following:
 - i. Tier C, D, E, or F Managerial employees (will require approval by department head or division lead to be submitted along with the SAR)
 - ii. School Leaders
 - iii. Employees outside of the submitter's department
 - iv. Submitter must provide an explanation for any late requests
3. Principal or department head gives first-level approval.
4. HC reviews to confirm the below items for approval (please also see Process and Selection section for additional details on the OHC approval process):

- a. That the submitter isn't a recipient of the stipend
 - b. That the opportunity has been posted appropriately
 - c. That the employee is eligible to receive the stipend
 - d. That the Superintendent's Memo has been submitted if the stipend is for school leaders.
- 5. Payroll reviews to again confirm that the employee is eligible to receive the stipend.
- 6. Budget reviews to confirm the below guidelines for approval:
 - a. That there are enough funds available in the budget to cover the expense
 - b. That the stipend funding information is correct, such as the budget year
 - c. That the stipend is allowable under the grant if it is in fund 200
 - d. That the commitment letter (which includes a description of the work, the staff member's name, and the amount of the stipend) is attached to the stipend authorization request form (SAR) for Reimbursable grant stipends.
 - e. That the hours worked are included if the stipend is above \$5,000 for an individual
 - f. That the budget director approves the stipend if it is above \$10,000 for an individual
- 7. Department or school should regularly monitor their stipend request for approval status updates.

8. Secretary or department head's designee informs employee that work can start.
9. Time sheets are maintained in the school or department and may be subject to periodic audits.
10. Department head or principal monitors completion and quality of work.
11. Work ends.
12. Secretary or department head's designee submits pay certification, due the Wednesday before the pay period end date.
13. Payroll processes pay certification requests and checks for the following (see Payroll Guidelines, below):
 - a. Confirm that the funds don't go out prior to the end date.
14. Stipend is paid to employee as a supplement to regular paycheck.

NOTE: If an employee is listed on more than one eForm for various stipends, they cannot be paid out in the same pay period. A warning notice will appear when trying to add the additional stipend. Will have to hold that payment until the employee has been paid out by the other in-process pay certification request.

BUDGET GUIDELINES

All stipends and overtime payments are paid out of account 51202.

Stipend Authorization Requests (SAR):

- Departments are responsible for tracking their original budget in 51202 and the SAR approvals that have been issued against this original budget. Contact your Financial Analyst if you have questions about your available funds for stipends.
- SAR approvals do not “encumber” funds in the All Funds report. All 51202 funds will appear to be available until the pay certifications are paid out. In your All Funds report, please do not depend on the “Available” amount in account 51202 to track stipends. Stipend requests must be tracked by the department; [the Stipend Tracker template can be found here.](#)
- For all single stipend payments that amount to \$5,000 or more per individual, please fill out the hourly rate portion of the SAR eForm.

Stipend Pay Certification Requests:

- Processed Stipend Pay Certification Requests will move funds from the Available budget to the Expense line.
- It is possible to issue partial payment on a Stipend Pay Certification Requests if only some of the work was completed, or if only some of the employees should be paid.

- If the work ends early and you are paying out the full stipend before the end date on the form, you must leave a note to explain this on the Stipend Pay Certification Request.

Stipends paid from grants:

- Any stipend payments being made from a grant funding source need to be for work done during the grant time period. Stipends cannot be paid for work that may have begun before the start date of the grant or continuing after the grant end date.
- All stipends on grants must be allowable under the grant, and it is the responsibility of the school or department to ensure that they are complying with grant guidelines.
- For Reimbursable grant stipends, attach the commitment letter (which includes a description of the work, the staff member's name, and the amount of the stipend) to the stipend authorization request form (SAR).

PROCESS AND SELECTION

- Departments must ensure that the activities covered by overtime and stipend requests meet and conform to the definitions listed at the top of this circular.
- Departments are expected to internally post and advertise opportunities to ensure that individuals do not receive a disproportionate share of overtime and stipend assignments.

- For stipends that managerial employees in central offices may receive, the posting must be done via the Office of Human Capital.
- Departments are expected to select qualified individuals and make selections in an equitable way.
- Departments must ensure that the work is done in a complete and satisfactory way before issuing authorization for payment.
- Timesheets are required for those working overtime or stipended hours.
- Timesheets for all stipends and overtime must be retained in a central location at the department for 7 years.

The Office of Human Capital may inquire with a department to be sure that it is specifically conforming to these guidelines and procedures.

SINGLE OR CUMULATIVE PAYMENT THRESHOLDS

In circumstances where the single payment to an individual or the sum of payments in one fiscal year to an individual meets the thresholds in the table below, there is an additional approval requirement.

Single or Cumulative Stipend Amount	Non-Autonomous School Approval Process	Central Office Approval Process
Greater than or equal to \$5,000	Depending on the situation, stipend authorization may be held at HC or Budget approval step for further questions. You will be required to submit the hours worked and hourly rate for stipends amounting to \$5,000 or more for an individual.	Depending on the situation, a stipend authorization may be held at the HC or Budget approval step for further questions.
Greater than or equal to \$10,000	Budget director approval required. When submitting a stipend authorization that amounts to \$10,000 or more per individual, please fill out the hourly rate portion of the stipend authorization eForm. Please send an email explaining the reasons for exceeding this threshold to your financial analyst in the Budget Office.	Budget director approval is required. When submitting a stipend authorization, please send an email explaining the reasons for exceeding this threshold to your financial analyst in the Budget Office.

There are no additional approvals necessary for autonomous schools that submit single or cumulative stipends greater than or equal to \$5,000.

The stipend thresholds for single or cumulative payments listed above are *not* impacted by:

- Regular differential payments for employees in a formal Extended Learning program
- Regular differentials for academic coaches or athletic coaches
- Regular differentials for lead teachers
- Regular payments to instructors in formal Summer School and Acceleration Academies
- Regular inclusion buyback payments for employees who use more than one certification while teaching in the classroom.

Please use the [Budget Office /Stipends reference document](#) as your guide to initiating online stipend requests.

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