



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-07.50
DATE: August 16, 2010
PAGE: 1 of 3
SUPERSEDES: NONE

SUPERINTENDENT DIRECTIVE

SUBJECT: EMPLOYEE BONUSES AND STIPENDS

AUTHORITY: WBP-03.02, “Windham School District Superintendent Responsibilities and Authority”

APPLICABILITY: Windham School District (WSD)

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent’s authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent’s authority to terminate an employee at will.

POLICY:

To achieve the strategic goals of the WSD, the superintendent may offer or provide a financial incentive to an employee for serving in a hard-to-staff position or a highly specialized field specific to meeting the direct needs of students.

DEFINITIONS:

“Bonus” is a lump-sum payment that does not change the employee’s salary, payable only during the first contract year.

“Financial Exigency” means any decline in WSD financial resources brought about by decline in enrollment, reduction in funding, or any other actions or events that create a need for WSD to reduce financial expenditures for staff.

“Financial Incentive” is a fixed dollar amount for payment of performance and not an entitlement as part of an employee salary.

“Hard-to-Staff Position” is a position that, due to lack of qualified applicants, is vacant for an extended time as determined by the superintendent. A position shall be posted as “open until filled” for a minimum of six months before the superintendent considers it as a possible hard-to-staff position.

“Highly Specialized Field,” for the purposes of this policy, is limited to certified or licensed positions within the special education program that have direct student contact.

“Stipend” is a fixed amount added to base salary that is paid out in equal payroll installments during the length of eligible assignment.

PROCEDURES:

- I. The superintendent shall designate which, if any, positions within the WSD shall qualify for a financial incentive.
- II. A position which is designated as hard-to-staff or a highly specialized field is subject to change in status at the discretion of the superintendent. Decisions to exclude positions under this policy may not be appealed. Any employees assigned to such positions are subject to reassignment per contract agreements.
 - A. Highly Specialized Fields
 1. The superintendent shall designate a position as highly specialized in writing to the director of human resources by August 1 of each school year.
 2. A position designated by the superintendent as highly specialized shall be eligible for a stipend.
 3. Stipends for assignments in highly specialized fields shall be prorated for the contract term not to exceed \$1,500 per school year.
 4. Stipends are subject to the availability of *Individuals with Disabilities Education Act* funds awarded to the WSD.
 5. Employees in positions designated as a highly specialized field shall be notified in writing at the beginning of each contract period subject to the availability of funds.
 - B. Hard-to-Staff Positions
 1. Positions designated as hard-to-staff shall be noted on the job posting.

2. A hard-to-staff position shall be eligible for a bonus.
3. A bonus shall be paid in two equal installments at the beginning and end of the contract term, not to exceed \$2,000 per school year.
4. Partially awarded bonuses are subject to termination upon the superintendent's determination of a financial exigency of the WSD.

* Signature on file
Debbie Roberts, Superintendent
Windham School District