NEW MILFORD PUBLIC SCHOOLS
Department of Human Resources
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Processes & Procedures for Stipend Positions

Annual Posting & Appointment

- All extracurricular and co-curricular stipend positions will be posted annually via Applitrack.
- Any candidate interested in filling a stipend position for the school year must apply via Applitrack, even if they have previously served in the role.
- If more than one candidate applies for a given position, all applicants must be interviewed. If there is only one candidate for a position, the applicant may be interviewed.
- The building principal, or designee, will select the best qualified candidate for each stipend position.
- Stipends can be split if the advisors or coaches request a split position to share the responsibilities.
- A contract will be completed at the building level, signed by the employee and Principal, and forwarded to the Business Office.

Payment for Extracurricular, Co-Curricular, and Athletic Stipend Positions

- All stipends will be paid per the collective bargaining agreement/MOU as negotiated.
- The appropriate person at the building level will complete a contract, which will be signed by the building principal and employee earning the stipend.
- Payments for stipend positions will occur on one of the designated Stipend Payroll dates listed on the current year's payroll calendar issued by the Business Office.

Adding a New Stipend Position

Extracurricular

- Requests for new extracurricular stipend positions should be made to the building principal or designee via email.
- In order to advance the request beyond the building principal, the Extracurricular Classification Guide must be completed and submitted with appropriate supporting documentation.
- If the building principal is in agreement with the proposal, the request should be advanced to the Director of Human Resources using this memo template.

- The proposal will be reviewed by the Stipend Committee at their next regularly scheduled meeting to determine the appropriate classification and rate of compensation consistent with the collective bargaining agreement classification guide.
- The final decision regarding the addition of the stipend will be made by the Superintendent of Schools and/or Board of Education.

Curricular

- Requests for new curricular stipend positions should be made to the building principal or designee via email.
- In order to advance the request beyond the building principal, appropriate supporting documentation must be provided.
- If the building principal is in agreement with the proposal, the request should be advanced to the Director of Human Resources using this memo template.
- The proposal will be reviewed by the Stipend Committee at their next regularly scheduled meeting to determine the appropriate classification and rate of compensation consistent with the collective bargaining agreement classification guide.
- The final decision regarding the addition of the stipend will be made by the Superintendent of Schools and/or Board of Education.

Athletic

- Requests for new athletic stipend positions should be made first to the Athletic Director or Middle School Sports Facilitator.
- In order to advance the request beyond the Athletic Director or Middle School Sports Facilitator, appropriate supporting documentation must be provided.
- If the Athletic Director or Middle School Sports Facilitator is in agreement with the proposal, the request should be made to the building principal via email.
- If the building principal is in agreement with the proposal, the request should be advanced to the Director of Human Resources using this memo template.
- The proposal will be reviewed by the Stipend Committee at their next regularly scheduled meeting to determine the appropriate classification and rate of compensation consistent with the collective bargaining agreement classification guide.
- The final decision regarding the addition of the stipend will be made by the Superintendent of Schools and/or Board of Education.

Timeline

Any requests for new stipend positions that will have an impact on the budget for the following fiscal year must be advanced to the stipend committee no later than October 15th each year.

Re-Allocating Stipend Funds

If stipends exist for a school location that are not being used, a request can be made to re-allocate these funds to better support student needs and/or interests. Requests to re-allocate stipend funds should follow the same processes outlined above for adding new stipend positions. In addition to documentation

supporting the need/interest in the new proposal, supporting documentation is required to support the elimination of the proposed stipend activity.

Requests for Change in Stipend Classification

The classification of stipend positions is based on available data. If it is found that student participation, club or activity demands, etc. no longer align with the current classification, as determined by the Extracurricular Classification Guide, a request to change the classification can be made to the building principal or designee. For athletic stipends, the request should go to the Athletic Director or Middle School Sports Facilitator first. Appropriate supporting documentation must be submitted with the request.

Any requests for changes in stipend positions that will have an impact on the budget for the following fiscal year must be advanced to the stipend committee no later than October 15th each year.

Periodic Review

Building Level

In order to ensure that budgeted funds are best serving the needs of students, each building should review the impact of their clubs, activities, and athletic programs on at least an annual basis. This review should include, at minimum, review of the following data points: number of meetings, number of participants at each meeting, and a list of other relevant facts such as school and community involvement beyond club meetings.

Committee Level

The CEA-New Milford stipend committee will meet with the Superintendent or designee a minimum of three times per year to review stipend requests. In order to ensure that requests with potential impact to the budget for the next fiscal year are accounted for in a timely fashion, one meeting should take place in early to mid-November each year.

Stipend Position Request Form
This form is to be used to request the addition, elimination, or reclassification of a stipend position.

Extracurricular Classification Guide
This form is to be used to determine how a stipend position should be classified.

Stipend Request Review Criteria
This form will be used by the committee as they review a submitted request.

Stipend Appendices - Please access these resources to ensure you are using the correct club and activity names, stipend compensation amounts, etc.

- NMEA Stipends – Appendix D
- NMEA Stipends – Appendix E
- NMEA Stipends – Appendix F
- NMEA Stipends – Appendix G