



**WINDHAM SCHOOL
DISTRICT**

NUMBER: SD-07.50 (rev. 6)
DATE: March 9, 2023
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SUPERSEDES: SD-07.50 (rev. 5)
October 15, 2020

SUPERINTENDENT DIRECTIVE

SUBJECT: EMPLOYEE STIPENDS AND BONUSES

AUTHORITY: Tex. Educ. Code § 19.004; WBP-03.02, “Windham School District Superintendent Responsibilities and Authority”; Windham School District Budget and Salary Schedule

EMPLOYMENT AT WILL CLAUSE:

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent’s authority to implement personnel policies. Windham School District reserves the right to revise this policy at any time.

POLICY:

Windham School District (Windham) may offer stipends for supplemental duties and bonuses for hard-to-staff positions, as designated by the superintendent.

DEFINITIONS:

These definitions are meant only for this directive and may not apply in other contexts.

“Financial Exigency” means that the financial resources of Windham are insufficient to support educational programs or finance the full compensation of staff for the current or next fiscal year.

“Hard-to-Staff Position” is a position vacant for a minimum of three months due to lack of qualified or acceptable applicants.

“Stipend” is a payment, in addition to an employee’s base salary, that is disbursed in equal payroll installments during the length of eligible assignment.

“Supplemental Duties” are ongoing duties or responsibilities designated by the superintendent which are significantly beyond the scope of a position’s job description or require specialized education, skills, or experience.

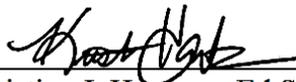
PROCEDURES:

I. Stipends

- A. The superintendent may grant a stipend to compensate an employee for supplemental duties, in an amount determined by the superintendent to be commensurate with the additional responsibility.
- B. A stipend is not part of an employee's salary and employees have no right to receive or continue receiving a stipend.
- C. The superintendent may terminate a stipend or supplemental duty at any time.
- D. A stipend will be prorated if the employee does not complete the supplemental duty or the supplemental duty is terminated for any reason.

II. Hard-to-Staff Position Bonuses

- A. A hard-to-staff position may be eligible for a bonus, as determined by the superintendent; however, not every position meeting the definition of "hard-to-staff" is eligible for a bonus.
- B. A bonus is dispersed in two equal payments, in addition to an employee's salary, on the first and 13th paychecks, not to exceed \$5,000 per school year.
 - 1. An employee awarded a bonus must remain in the hard-to-staff position for one year from the date of employment to receive the second bonus payment.
 - 2. An employee who does not remain in a hard-to-staff position for one year must reimburse Windham a prorated amount.
- C. A second bonus payment may not be available if the superintendent determines that a financial exigency exists.
- D. Current Windham employees and former employees separated for a period less than six months are not eligible for a hard-to-staff position bonus unless authorized in writing by the superintendent.



Kristina J. Hartman, Ed.S.
Superintendent
Windham School District