



WINDHAM SCHOOL  
DISTRICT

**NUMBER:** SD-07.50 (rev. 5)

**DATE:** October 15, 2020

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**SUPERSEDES:** SD-07.50 (rev. 4)  
April 7, 2016

## **SUPERINTENDENT DIRECTIVE**

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**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 or to compensate for supplemental duties.

### **DEFINITIONS:**

“Bonus” is a lump-sum payment that does not change the employee’s salary, in two equal installments, on the first and 13<sup>th</sup> paychecks, not to exceed \$2,000 per school year for employment in a hard-to-staff position.

“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 vacant position that, due to lack of qualified applicants, is vacant for a minimum of three months and is designated by the superintendent as a 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.

“Supplemental Duties” are additional job duties or responsibilities of a significant and ongoing nature.

**PROCEDURES:**

- I. The superintendent shall designate which, if any, positions within the WSD shall qualify for a financial incentive.
  
- II. A position designated as a highly specialized field, a hard-to-staff position, or a position with supplemental duties 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 in accordance with existing policies.
  - A. Highly Specialized Fields
    1. The superintendent shall designate a position as highly specialized in writing to the department administrator for 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, on the first and 13<sup>th</sup> paychecks, not to exceed \$2,000 per school year.
  - a. Employees awarded a bonus must remain in the hard-to-staff position for one year from the date of employment in order to receive the second installment payment.
  - b. If employment is separated, for any reason, after the initial bonus installment but before the final installment, the bonus recipient shall refund the WSD a prorated amount based on the initial installment.
4. Partially awarded bonuses are subject to termination upon the superintendent's determination of a financial exigency of the WSD.
5. Unless authorized by the superintendent in writing, current WSD employees are not eligible for a hard-to-staff position bonus. This authorization shall be noted on the job posting. A previous employee separated from WSD for less than six months is considered a current employee for the purposes of this policy.

C. Supplemental Duties

1. The superintendent shall designate which, if any, positions within the WSD shall qualify for a stipend for supplemental duties.
2. Stipends for supplemental duties shall be determined by the superintendent to be commensurate with the additional responsibility.

Signature on file

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