18 Hrs Full-Time Employees 9 Hrs Half-Time Employees

rshall County Schools tra Hour Pay Record Fiscal Year 20	STALL COUNTY
OST HOURS DAILY	SCHOOLS

Employee	Name:				
		ADDITIONAL HOU	RS MAY BEC	SIN JULY 1ST	
Employee	ID# 94800)			
Please ch	eck one:	Full-Time		Half-Time	98
Date	Location/A	Activity			Time Utilized
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			is surrow		
			100		
				23H25	
	•		A. (*) (Total Hours:	
Principal/S	Supervisor (Signature		F	The Walling
	ES: Employees Employees			\$2,000 \$1,000	

MUST BE TURNED IN TO PRINCIPAL/SUPERVISOR NO LATER THAN THE 2ND FRIDAY IN OCTOBER

MARSHALL COUNTY SCHOOLS FALL STIPEND

Marshall County Schools offer an 18-hour stipend to all employees each Fall when approved by the Board of Education each year. The following are the stipulations for this stipend:

- •Employees are required to work an additional 18 hours if they are fulltime and 9 hours if they are half-time. Hours will not be prorated. An employee either meets or does not meet the hour requirement.
- •These hours are additional hours worked beyond the employee's normally scheduled work calendar.
- Documentation must be made on an <u>Extra Hour Pay Record</u> specifically printed for the Fall Stipend and REMITTED TO THEIR PRINCIPAL OR SUPERVISOR.
- •Employees may begin documenting their additional hours beginning July 1st of the current fiscal year through the 2nd Friday of October of that year.
- •All additional hours must be pre-approved by the employee's immediate supervisor.
- •To receive the stipend, the employee must be under a contract with Marshall County Schools at the time the check is issued. Long-term Substitutes and Temporary Contracted Employees are NOT eligible.
- Hours cannot be worked while an employee is on any form of leave.
- •Employees will be compensated for this additional time worked \$2,000 for full-time employees and \$1,000 for half-time employees. This additional compensation will be paid on a separate check or direct deposit on November 6^{th} .

Principals and Supervisors:

- Principals and Supervisors will keep track of their building employees.
- •In October a building roster will be sent to each principal/supervisor. The principal/supervisor will verify the hours worked on this roster from the <u>Extra Hour Pay Records</u> that the employees have remitted.
- •The roster and individual <u>Extra Hour Pay Records</u> will be due to the County Office by the Tuesday following the due date of the <u>Extra Hour Pay Record</u> which is the Tuesday following the second Friday of October.
- •The employee either meets or does not meet the hour requirement. Hours will not be prorated.