

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 full-time 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 Extra Hour Pay Record 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 6th.

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 Extra Hour Pay Records that the employees have remitted.
- The roster and individual Extra Hour Pay Records will be due to the County Office by the Tuesday following the due date of the Extra Hour Pay Record 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.