



Stipend Information and Guidelines

Instructional Staff

Long-Term Substitutes (requires HR check)

Professional Development courses may qualify for a stipend incentive if conducted outside of the individual's contractual day and meets various criteria outlined in this document. Trade time, contracted services, or TDEs cannot be used in conjunction with a stipend incentive. Stipend payments cannot be interchanged with trade time after original issue. Verification of Professional Development requires confirmation of attendance. Participation and completion of all training tasks and assignments are required to receive the stipend.

What Professional Development is eligible?	What training, events, and activities are not eligible?
<ul style="list-style-type: none">Professional Development conducted outside contracted dayDistrict-approved componentsSynchronous portions of blended courses such as those that take place in-person or facilitated through online platforms (Microsoft Teams, Zoom, WebEx, etc.)	<ul style="list-style-type: none">Asynchronous online coursesAsynchronous portions of blended courses such as self-paced online (Moodle, Canvas) or independent tasks outside of the in-person training hours.Any non-certification workshop, class, meeting, conference, seminar, etc.Training completed during the contractual workdayTraining completed and compensated with trade or comp timeNon-PCS workshop/conference/seminarTime used to complete class requirements beyond seat timeUniversity/College courseworkCollegial meetings, information seminars, committee participation/meetings, conferencesTraining completed with a TDE on a workdayRetirement Seminars, Wellness SeminarsEndorsement courses

Frequently Asked Questions (FAQ)

How do Long-Term Substitutes get approved for stipend?

The instructor who processes the roster should contact HR – Sub Team to confirm long-term substitute status. If confirmed as a Long-Term Sub follow the same process as instructional staff.

Why aren't asynchronous courses or portions of courses available for stipend pay?

Stipends can only be paid for hours worked outside of the contract day. The number of hours worked asynchronously will not be monitored by the instructor.

Can I receive a stipend for attending a mandated training sponsored/presented by an outside vendor?

Yes, those courses would fall under "District-approved components" and be paid a stipend.

Why am I not able to receive a stipend for endorsement courses?

Endorsement courses are required by the state and a service we provide. It is still eligible for Trade Days.