



## JAA Fringe Benefit Stipend Guidelines

### I. Purpose

JAA provides the following fringe benefits stipends for employees:

- Longevity Stipend as a recognition incentive for 5 years of service upwards
- Technology Stipend for remote employees
- Cellphone stipend as required per position

### II. Scope

This applies to all JAA employees as per the specific guidelines for each fringe benefit stipend. All stipends are subject to applicable taxes and deductions.

### III. Guidelines

#### A. Longevity Stipend

Longevity stipends are available for all exempt/salaried and non-exempt/hourly staff depending upon their completed years of service with the academy and the work schedule/calendar at the time of the annual stipend calculation date.

The following table shows longevity stipend schedule:

| Years at JAA                           | Salaried Employees | Hourly Employees |                |                  |                  |
|--|--------------------|------------------|----------------|------------------|------------------|
|  |                    | Annual Calendar  | Admin Calendar | Teacher Calendar | Scholar Calendar |
| 5 – 7 years<br>Full-time<br>Part-Time  | \$2,000            | \$2,000          | \$1,750        | \$1,500          | \$1,400          |
|  |                    | \$1,500          | \$1,300        | \$1,100          | \$1,000          |
| 8 – 10 years<br>Full-time<br>Part-time | \$3,000            | \$3,000          | \$2,650        | \$2,300          | \$2,100          |
|  |                    | \$2,300          | \$2,000        | \$1,700          | \$1,500          |
| 11+ years<br>Full-time<br>Part-time    | \$4,000            | \$4,000          | \$3,500        | \$3,000          | \$2,800          |
|  |                    | \$3,000          | \$2,600        | \$2,200          | \$2,000          |

- Longevity Stipends are paid annually based on the anniversary of the employee’s start date.
- The longevity stipend amount is determined according to the position held at the stipend calculation payment date (e.g., salaried vs. hourly; part-time vs. full-time).
- The longevity stipend is calculated based on total number of years worked at the academy in any position regardless of position/full-time/part-time/calendar etc.
- Annual stipend calculation dates are as follows:

| Longevity Stipend Calculation Dates | Longevity Stipend Dates |
|-------------------------------------|-------------------------|
| September 1                         | September 20            |
| December 1                          | December 20             |
| March 1                             | March 20                |
| May 1                               | May 20                  |

### B. Cellphone Allowance

Employees whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business-related costs on their personal cell phone. No further reimbursement for cell phone costs is available to employees who receive such an allowance.

As a general rule, cell phones should not be selected as an alternative to other means of communication -- e.g. landlines, and radios -- when such alternatives would provide adequate but less costly service to the Academy.

- **Eligibility:** Employees eligible for a cell phone allowance generally include administrators, supervisors, and full-time employees whose job duties regularly require emergency call back, irregular work hours or other job-related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties.
- **Allowance Amount:** The standard monthly cell phone allowance amount shall be \$35.00. However, based upon the recommendation of an administrator and with approval of the Superintendent, a monthly allowance of \$70.00 may be provided to any employee whose necessary business use of a cell phone is justified. The table below lists the common positions eligible for a cellphone allowance:

| Amount                    | Positions   |
|---------------------------|---|
| \$70 cell phone allowance | Superintendents, Academic Services<br>Directors, Principals   |
| \$35 cell phone allowance | Assistant Principals, Academic Deans,<br>Managers, Enrichment Coordinators,<br>Athletic Directors, Business Technicians |

- **Allowance Payment:** The approved cell phone allowance will be paid monthly on the first paycheck received in that month and will be subject to all applicable payroll taxes. This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.
- **School-Paid Plan:** The school may maintain a school paid cell phone plan. Upon approval of the Executive Director, an eligible employee may receive a cell phone and have their line paid for through this plan. Such an employee would not receive an allowance in their paycheck. The phone and the phone number are the property of the school. Upon termination of employment, the phone will remain at the school.
- **Employee Responsibilities:** The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide their department head, Headmaster, and Executive Director with their current cell phone number and immediately notify all parties if the number changes. The employee taking part in this program is expected to carry the cell phone on their person both on and off duty and respond when called for academy business. Employees may choose the cellular service provider and plan design of their choice.

The allowance provided is treated as taxable income; the employee may use the phone for both business and personal purposes, as needed.

### C. Technology Stipend

The following guidelines apply to remote employees under a remote employee agreement who choose to work remotely and are not entitled to reimbursement for home office expenses (e.g., internet, phone etc.) because such expenses are not “necessarily incurred” in connection with performing employee duties.

- Under the remote at will agreement, remote employees accept that these home office expenses are optional expenses that the employee has voluntarily elected to incur by choosing to work remotely.
- Notwithstanding, JAA shall provide remote employees with a **technology stipend of \$35 a month.**
- In order to be reimbursed for any other expenses that a remote employee believes are necessary to perform his/her duties, the employee shall comply with JAA’s expense reimbursement policies and obtain prior written approval from the employee’s supervisor prior to incurring any expense.