



JAA Added Duty Stipend Guidelines

2024-2025 School Year

I. Purpose

John Adams Academy (JAA) provides added duty stipends to exempt employees as an additional benefit for performing certain and enumerated duties outside of their regular assignments.

II. Scope

Exempt employees are exempt from state laws regarding overtime pay and regarding working outside regular business hours. All JAA employees are expected to perform duties as assigned. In limited circumstances, the academy has identified specific duties that will be awarded a stipend. These stipends apply to exempt employees for the following additional enumerated duties:

- Lead Teacher
- Induction Coach
- Intern Coach
- Giving up prep periods or taking on a duty equivalent to a full prep
- After school enrichment or added Visual and Performing Arts (VAPA) duties
- In a limited number of circumstances, specific duties, assigned for completion, for example, during non-calendar days during the school year or summer.

All stipend work must be in accordance with these guidelines and must be pre-arranged and enumerated in a stipend notice form signed by the employee, principal, and superintendent. Exempt staff are not paid additional compensation for any work not included in a duly executed stipend notice form. Stipends, for example, are not applicable to the following:

- Teachers participating in Back-to-School night, Heritage Fair, Fund Raisers and other similar school events
- Assistance in drive-line, lunch or recess duty
- Enrichment classes taking place during the regular school day (Lyceum or other classes)
- Writing University of California A-G elective courses

Teachers are also expected to volunteer and attend at least one extra non-required event, outside of regular school hours, per semester (Dances, competitions, family nights, PSO meetings, service projects, athletic games, drama productions, etc.)

Non-exempt staff do not receive added duty stipends; they are paid an hourly wage.

III. Guidelines

The following guidelines are to be applied depending on the kind of stipend provided. Employees receiving stipends will be issued a written stipend notice to be issued prior to any work being performed (see Attachment A). All stipends are subject to applicable taxes and deductions.

Quarterly Stipends

These stipends are paid on a quarterly basis on the following schedule: September 20, December 20, March 20, and June 20.

School principals will determine the list of employees by the **end of August each year** and will coordinate this with HR and payroll via the attached process (see Attachment B).

Stipend - Duty	2024-2025 Amount	Finance/Payroll Notes	Admin Notes
Lead Teacher/ Coordinator	\$1500	Paid quarterly (\$375/quarter)	This leadership duty should rotate amongst the team every 2-3 years; Lead teachers are expected to help plan (June) and participate in new teacher training (Aug); Lead teachers may be asked to sit on the Academic Leadership Council and participate in additional trainings to support their duties
Induction Coach	\$1600	Paid quarterly - (\$400/quarter) Cost charging is to the campus of the teacher/s needing induction	Paid to full-time teachers; if a teacher is given extra prep to do this duty, then a stipend is not paid
Intern Coach	\$1600	Paid quarterly (\$400/quarter) Cost charging is to the campus of the teacher/s needing intern coaching	
Giving up a prep/or taking on a duty equivalent to a full prep for a school year.	\$6,500	Paid quarterly (\$1625/quarterly)	This stipend only applies to teachers already on a full teaching load or full schedule and is subject to approval from the superintendent cabinet; this amount is based on approx. 6 hours work per week.



After-school Enrichment and Added VAPA Duties

These stipends are planned and calendared according to enrichment program calendars and school productions. They are also paid out on the following schedules: September 20, December 20, March 20, and June 20.

Recurring after-school enrichment and added VAPA duties are determined by school principals by the end of August each year and will coordinate this with HR and payroll via the attached process (see Attachment B). Duties which occur during school breaks or for a period covering a fraction of the year shall be coordinated with HR and payroll by the end of the month preceding the payout. If the deadline is missed, it will be paid on the next stipend pay-out date.

Stipend Notification Cut-off	Pay-out Date
August 31	September 20
November 30	December 20
February 28	March 20
May 31	June 20

Stipend - Duty	2024-2025 Amount	Finance/Payroll Notes	Admin Notes
Recurring Enrichment/VAPA (1 day/week)	\$1250/year	\$312.50/quarter	Cost is recuperated via scholar participation fees, donations, or ticket sales; This includes enrichment activities such as band, choir, intramurals etc.
Recurring Enrichment/VAPA (2 days/week)	\$2500/year	\$625/quarter	
Recurring Enrichment/VAPA (3 days/week)	\$3750/year	\$937.50/quarter	
Recurring Enrichment/VAPA (4 days/week)	\$5000/year	\$1000/quarter	
Musical/Play	\$1250 per production	To be paid one-time during the pay-out closest to the completion of the production	
Non-recurring enrichment during fall, winter, or spring breaks	One-time stipend calculated using a rate of \$40/hr	To be paid one-time during the pay-out closest to the completion of the program	

Other Additional Duties During Non-Calendared Workdays

In limited circumstances, JAA may provide specific opportunities for additional work during non-calendared days such as fall, winter and spring breaks and additional duties that may occur on Saturdays. Any stipends provided for work during these periods must be enumerated in a stipend notice prior to the work being performed.

Any additional work opportunities falling outside of the contracted calendar such as summer break shall be covered by a summer work agreement (see Attachment C).

Stipend - Duty	2024-2025 Amount	Finance/Payroll Notes	Admin Notes
Within Published Calendar			
Teaching assignments specified for non-calendared days (within the published teacher calendar)	One-time stipend calculated using a rate of \$40/hour	To be paid one-time during the pay-out closest to the completion of the program	Covered by Stipend Notice
Admin duties specifically assigned for non-calendared days (within the published admin calendar)	One-time stipend calculated using a rate of \$45/hour	To be paid one-time during the pay-out closest to the completion of the program	Covered by Stipend Notice
Outside Published Calendar/Summer			
Teaching assignments specified for non-calendared days (outside the published teacher calendar; <i>i.e.</i> , summer break)	\$40/hour	Employee shall log hours via time clock or timesheet/sign-in sheet as appropriate	Covered by Summer Work Agreement
Admin work during non-calendared days (outside of published admin calendar)	\$45/hour	Employee shall log hours via time clock or timesheet/sign-in sheet as appropriate	Covered by Summer Work Agreement

Substitute Teaching During Prep Time

This stipend is provided for Secondary teachers substitute teaching for a single class during their scheduled prep time. This assignment shall be initiated by an administrator and shall be coordinated and payroll via the attached process (see Attachment D).

Stipend - Duty	2024-2025 Amount	Finance/Payroll Notes	Admin Notes
Substitute teaching for a single period during prep time (Secondary Teachers Only)	\$40 per 90-minute period taught	Internal Substitute report is checked at the end of each month and paid out on the 20 th of the following month	Administrator requests via Smartsheet at the time of assignment; monthly reports to be generated



Attachment A



STIPEND NOTICE

Employee Name: _____
Department/Program: _____
School Year: _____

Position: _____
Campus/Location: _____

STIPEND	AMOUNT	DETAILS	EFFECTIVE DATE	END DATE
Lead Teacher/Coordinator				
Induction Coach				
Intern Coach				
Giving Up Prep				
Enrichment/VAPA				
Musical/Play				
Cellphone				
Technology Stipend				
Other				
Notes:				

*Stipends are subject to all regular deductions including taxes and 403b.
Nothing in this Stipend Notice alters the At-Will agreement between the employee and John Adams Academy.

Approved By: _____ Approval Signature: _____

Employee Acknowledgment: _____

Attachment B

Enrichment/VAPA Stipends

A. Recurring After-school Enrichment Programs

- **Elementary:** The Enrichment Coordinator at each campus will obtain approval from the Enrichment Program Manager and the Elementary Principal and submit the list of staff needing stipends by the appropriate cut-off dates via the campus Smartsheet trackers/forms
- **Secondary:** The Secondary Principal will provide the list of staff needing stipends by the appropriate cut-off dates via the campus Smartsheet trackers/forms

B. Plays, Productions and Events

- Each campus shall provide a main point of contact for plays, productions and events and will share the master list/calendar of activities with HR.
- The principal shall submit a stipend request for each employee leading a play or production.

Attachment C

Other Additional Duties During Non-Calendared Workdays

A. Inter-session Work: Fall, Winter and Spring Breaks

The stipend for work performed during the fall, winter and spring breaks shall be determined by calculating the total number of working hours using a rate of \$40/hour.

The total stipend shall be indicated in the Stipend Request Forms according to the cut-off and payout schedules below:

Inter-session Program	Stipend Notification Cut-off	Pay-out Date
Fall Break	November 30	December 20
Winter Break	February 28	March 20
Spring Break	May 31	June 20

1. Enrichment Activities

- The Enrichment Coordinator at each campus will provide program details to the Enrichment Program Manager and the Elementary Principal. Once approved the Enrichment Coordinator shall submit stipend requests via the Stipend Request Form.

2. Admin Duties, Testing, and Other Inter-session Work: Fall, Winter, and Spring Breaks

- Stipend request forms for all other inter-session work are to be submitted by the principal, or director as appropriate.

B. Work Performed Over The Summer Break

All work performed during the summer break shall be covered by a Summer Work Agreement. This list shall be submitted to HR no later than April 15. HR shall send out summer agreements to employees by May 1.

Summer Enrichment

- The Enrichment Coordinator in collaboration with the Enrichment Program Manager and Elementary Principal, will determine enrichment summer programming. This does not include credit recovery or Extended School Year programs.
- Proposals shall be prepared by the 1st week of April and are to be board approved by the 3rd week of April.



- The Enrichment Coordinator shall submit the list of employees who will be working on enrichment programs to HR by April 15 in order for HR to issue summer work agreements.

Extended School Year, Credit Recovery, Special Administrative Assignment and Other Summer Programming Work

Each principal or director shall submit the list of employees requiring summer agreements no later than April 15. HR shall generate summer agreements for employees and distribute them by May 1.



Attachment D

Substitute Teaching During Prep Time

The following steps are taken for substitute coverage:

1. The teacher requiring coverage for a class shall put in a request for substitute coverage using Frontline.
2. Administrators will work with their administrative assistants to provide substitute coverage and shall ensure that all required information is updated in the Substitute Tracker.
3. Automated reports are generated summarizing the number of periods covered and corresponding stipend payouts.
4. Payroll shall review the automated reports generated monthly for payout on the 20th of the following month.



Attachment E

Induction/Intern

The following process shall be followed for induction and/or intern coaches:

1. At the start of each school year, HR shall publish a credential tracker for each program and campus, indicating teachers requiring induction or intern coaching.
2. The Academic Services manager shall coordinate for a coach and submit the required information via the stipend request form. HR shall coordinate cross-charging to the appropriate campus. The Academic Services Manager.
3. The Academic Service Manager shall inform the coaches and respective administrators, as well as the coaches' supervisors.