

Notification of 20 Consecutive Day Stipend Process

Hurst-Euless-Bedford I.S.D.

Office of Human Resources

Stipend Information and Guidelines:

District Goal:

At 20-day increments of consecutive instructional days worked (with no breaks), Certified and Degreed Substitute Teachers can receive a \$300 stipend.

- 176 student instruction days can equal an opportunity for (8) \$300 stipends.
- Only substitute teachers can qualify to receive the stipend.
- Substitute paraprofessionals are not eligible for the stipend.
- It is the responsibility of the employee to submit a Stipend Request Form within (5) days of completing the 20th consecutive day of work.
 - ***Failure to complete the form within the timeframe can result in forfeiture of the Stipend.***
 - https://docs.google.com/forms/d/e/1FAIpQLSdEdECP_NNHHY4ODZ0UxoalTTbzGhZaXr5beMjp5Ckeye7oiw/viewform?usp=sf_link
- If there are no substitute teacher vacancies on a particular day, a substitute may work an unfilled paraprofessional vacancy in order to keep their consecutive day count.
 - ***A substitute teacher may not solely take paraprofessional positions to count toward the consecutive days.***
- Consecutive days are based on the number of days worked and not the number of assignments taken.
- Each stipend will be issued during the pay period of when the stipend was earned.
 - *Employees can reference the current pay schedule to determine which pay period the stipend will fall under.*