

## **Bellwood School District 88 Stipend and Extra Duty Assignment Procedures**

All schools in BSD88 offer after-school activities throughout the school year. Some of the activities are listed in the Bellwood School District 88 Teachers' Union contract. There are other activities the building principal may request. There are also grant funded after-school activities held in some of the district schools.

At the beginning of each school year, the building principal will recruit employees to fill the positions in their schools. The stipend form must be completed and sent to the Director of Personnel/Human Resources by September 15 of every school year. There will be no stipend forms accepted after this date, unless there are unforeseen circumstances that occur.

Each employee will receive an approved copy of the stipend form by September 30 of every school year.

For any new extra duty activities needed, the stipend form is to be completed by September 1 of each school year. The form must be sent to the Director of Personnel/Human Resources for approval. A copy of the approval or denial will be sent to the employee by September 15 of each school year.

Once the forms are received and approved, they will be sent to payroll.

**Sports program payment will be twice a year: December and at the end of the season.**

**Extra duty stipends for activities that span the entire school year will be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month.**

**BELLWOOD SCHOOL DISTRICT 88  
STIPEND FOR AFTER SCHOOL ACTIVITIES/SPECIAL PROJECTS**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

You are hereby offered a stipend for Additional Duties performed on behalf of Bellwood School District 88.

Purpose of Additional Duty: \_\_\_\_\_

Dates of Operation: \_\_\_\_\_

Stipend amount: \_\_\_\_\_ Pay Date(s): \_\_\_\_\_

**ADJUSTMENTS FOR ABSENCES WILL BE MADE ON PAYCHECKS TWICE A YEAR.**

**PROVISIONS OF STIPEND**

1. Acceptance of this position implies your willingness to participate in the program as scheduled. An extreme emergency of illness would be the only legitimate type of absence.
2. Final paycheck will be issued as stated above provided all responsibilities have been completed and approved by the supervisor including all reports, records, attendance and any other required information specific for the position.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Personnel Director

**BELLWOOD SCHOOL DISTRICT 88  
AFTER SCHOOL ACTIVITIES/SPECIAL PROJECTS**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Target Population: \_\_\_\_\_

Projected Number of Participants: \_\_\_\_\_

**PURPOSE OF ACTIVITY**

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**GOALS OF ACTIVITY**

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**OBJECTIVES OF ACTIVITY**

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Dates of Activity: \_\_\_\_\_

Days of Week/Times of Activity \_\_\_\_\_

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Principal Signature

Approved     Denied

\_\_\_\_\_, Director of Curriculum

**BELLWOOD SCHOOL DISTRICT 88  
AFTER SCHOOL ACTIVITIES/SPECIAL PROJECTS**

ACCEPTANCE

**I accept the offer of the above position and will comply with the provisions associated with the position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**“Personnel Use Only”**

Approved

Denied

**REASONS**

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