



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	SENIOR EMPLOYEE STIPEND - EEA	IV-D
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1. Each senior employee may receive a stipend as described in Section 3.2.I of the Procedural Agreement with EEA:

Each employee who has been at the fifteenth (15th) year salary schedule step for one (1) year will be eligible for a stipend equal to four (4) days of the employee's per diem rate of pay to complete a project for the district. Such stipend will be issued one (1) time only during the remainder of the individual's employment with the district and the project must be completed during one (1) contract year. The project plan must be developed between the employee and the immediate supervisor by October 15 of the year in which the project is to be completed. The stipend will be paid in a lump sum at the completion of the project.

2. An eligible employee wishing to receive this stipend must present a **proposed project, in writing, to the supervisor by October 15** of the year in which the project is to be completed.
3. If the supervisor approves the project, he/she should so note on the proposal and **forward one copy of that proposal to the Human Resources Office.**
4. The Human Resources Office will confirm the employee's eligibility and wait notification of project completion.
5. At the **completion** of the project the **supervisor should create an HRTF** so indicating. It should also be notated on the HRTF (in the "comments" area) where the project will be kept, for reference.
6. Upon receipt of the HRTF the Human Resources and Payroll Office will take the necessary step to ensure payment in one lump sum.