



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

December 18, 2020

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)
School Administrative Services Assistants
Secretaries

FROM: Cynthia A. Covell *Sean Bacon*
Assistant Superintendent
Sean Bacon (Dec 22, 2020 18:00 HST)

SUBJECT: **Stipend Rate Increase for Teachers Attending Workshops**

Effective October 12, 2020, the stipend rate for teachers attending workshops/training will increase from \$178.42 to \$184.66. If you need to compensate a teacher for a workshop attended prior to October 12, 2020, use the OLD feature and go back to the pay period, and use the DIF to enter the \$178.42 stipend rate. For more detailed information, see pages 6-17, 6-18, and 6-19 of the [Casual Payroll Users Guide](#) at:

https://hidoe.sharepoint.com/sites/offices-ofs/accounting/Documents/Casual_Payroll_Users_Guide_20170421.pdf

The stipend guidelines have also been revised to reflect this rate change. Please see the attached document.

Should you have any questions or concerns regarding the Stipend Program, please contact Grace Takai, Personnel Specialist, Teacher Reclassification Unit at grace.takai@k12.hi.us.

CAC:gt
Attachment

c: Deputy Superintendent
Complex Area Business Managers
Personnel Regional Officers
Personnel Management Branch

**GUIDELINES FOR THE USE OF STIPENDS FOR PARTICIPATION
IN VOLUNTARY TRAINING ACTIVITIES
Effective October 12, 2020**

The hiring of substitutes and payment of stipends for participation in voluntary training activities are optional. Every effort should be made to use existing contractual provisions to provide training to teachers before considering hiring substitutes or paying stipends to conduct training during non-working hours. These provisions include:

- One day converted to six hours
- Flexible work time
- Use of preparation periods

I. Training Requirements Using Stipends

- A. The voluntary training activity must be related to school or complex area/state initiatives, goals, and promote and enhance student learning.
- B. Stipends should not be used as a form of compensation for employees participating in meetings or developing curriculum/school action plans.
- C. The voluntary training activity shall be conducted during non-work hours.
- D. Payment of stipends applies to teachers for participating in voluntary training activities.
- E. 10-month Educational Officers are eligible to receive stipend payments if the voluntary training session is scheduled during the fall intersession, winter, spring, or summer break. Receiving a stipend payment for attending training sessions on weekdays or weekends outside of intersessions or breaks is not allowed.
- F. Payment of stipends is not allowed for non-certificated employees, such as classified employees (full and part-time), casual hires (hourly and per diem), parents, community members, and students.
- G. Sponsors, instructors, and coordinators of the training may not receive stipends.

II. Stipend Rate

- A. The stipend rate shall be consistent for all participants based on the following minimum time requirements and maximum fee schedule.

<u>Length of Training Activity</u>	<u>Fee Schedule</u>
1 Day (minimum 7.00 hours)	\$184.66
¾ Day (minimum 5.25 hours)	\$138.50
½ Day (minimum 3.50 hours)	\$92.33
¼ Day (minimum 1.75 hours)	\$46.17

- B. The length of the training activity shall be interpreted as the total instructional contact time of the activity from the opening to the training session's closing. Hours may not be accumulated over time, and homework hours may not be counted towards time for the training activity.

- C. Stipend payments may be limited to quarter-day payment increments of \$184.66, \$138.50, \$92.33, and \$46.17 and may not be adjusted.
- D. Participants who receive stipend payments must attend the entire training activity and complete the training activity's evaluation form. There shall be no partial payments.

III. **Authorization and Approval**

- A. [DOE OTM 200-011, Stipend Program Contract](#) shall be used by the training sponsor to secure their principal/designee's approval before funds can be utilized to pay stipends to teachers for participating in a voluntary training activity. *Please ensure that this form is retained as documentation for future reference and available for audit purposes* as the Teacher Reclassification Unit will no longer require a copy of this form.

IV. **Processing of Stipend Payment**

- A. [DOE OTM 200-012, Stipend Program \(Teacher Sign-In Sheet\)](#) shall be used to authorize the payment of stipends to teachers participating in the training activity. This form serves as verification of the employee's attendance and must be properly completed and signed before any stipend payment can be made.
- B. Stipend payment for in-service teachers will be processed through casual payroll. It will not require the verification of a job in the Casual Personnel System. The information in the employee registrar, which lists all current 10-month certificated employees assigned to a school or office, will be utilized to establish the timesheet required to make payment. Only the employee's school or office can execute the stipend payment. Therefore, if another office or school is sponsoring the training activity, funds must be transferred to the school or office where that employee is assigned.

Note: Please refer to page 8-3 of Chapter 8 and page 6-24 of Chapter 6 in the [Casual Payroll User's Guide](#).

V. **Payment Schedule for Training Instructor and Coordinator/Assistant**

There are two payment options for obtaining the services of individuals who conduct training activities.

Payment Option A

This option is designed for Department of Education (DOE) employees; however, it is also applicable to obtaining other resources, if negotiated. The payment for a training instructor and training coordinator/assistant contracted on a fee-for-service shall be negotiated and paid with the current Part-time Temporary Teacher pay rate. A description of a training instructor and training coordinator are as follows:

Training Instructor provides the primary or sole instruction for conducting the training activity. A maximum of two hours of preparation time for each hour of instructional time may be included in calculating the total number of hours required to conduct the training activity. Training Coordinator provides supplementary services as required for the training activity when the staff is unable to perform the duties.

Payment Option B

Negotiated Fees for Private Business Consultants, Private Guest Speakers, Presenters or Instructors Conducting Training Activities

This option applies to private business consultants, private guest speakers, private presenters, or instructors who may have a set professional fee for their services. Training needs would need to be established, and a determination on how the fee for these services would need to be negotiated. Consideration should also be on the cost of the service being provided, maximum quality of service, alternative providers if necessary, and funding availability to pay for these services.

Fees may be negotiated outside of the maximum fee-for-service schedule when obtaining services from an out-of-state or local private business consultant, private guest speakers, project consultants, presenters, or instructors to conduct training activities.

[DOE Form 10-C, Contract for Small Purchase of Goods or Services](#) shall be used for obtaining services for this type of individuals conducting training activities.