

The Human Resource Department would like to announce the newly established process for administering extra period stipends to educators within the Jordan School District for the 2025-2026 school year. It is imperative that all administrators adhere to this procedure and documentation to ensure compliance and efficient processing.

Process Details:

- 1. Pre-Approval Requirement:**
 - Before offering any extra period stipends, administrators must obtain pre-approval from their Administrator of Schools. This step is crucial to ensure alignment with district policies and resource allocation.
- 2. Completion of Required Documentation:**
 - Once pre-approval is obtained, both the educator and the school administrator must complete the attached "Extra Period Stipend Agreement" form.
 - A copy of the signed agreement must be retained at the school location for the entire academic year.
- 3. Enrollment Dashboard Update:**
 - The approved stipend must be recorded in the Enrollment Dashboard. This ensures transparency and accurate tracking of stipends across the district.
- 4. Submission for HR Processing:**
 - After the agreement is signed, the school is responsible for submitting the Extra Period Stipend form to Human Resources.
 - This submission will be processed in the Skyward system, ensuring the stipend's inclusion in the educator's monthly payroll.
- 5. Monthly Dashboard Reflection:**
 - Once the form is processed through HR, the FTE will be reflected on both the Enrollment Dashboard and HR Dashboard each month that the educator receives the additional stipend.

Important Reminders:

- The stipend is contingent upon factors such as student enrollment, budget constraints, and scheduling needs, and may be revoked if necessary.
- All requests for extra-period stipends must be documented and processed according to the guidelines outlined herein.

Please ensure that all relevant personnel are informed of these changes and that the procedures are implemented immediately. Should you have any questions or require further clarification, do not hesitate to contact the HR department.

Attachments:

- [Extra Period Stipend Agreement Form](#)

Thank you for your attention to these important updates and for your continued commitment to supporting our educators.