

Stipends

- I. MC2 staff in any role may be paid a stipend for completing special, short-term projects. Any project for which a staff member may be paid a stipend must meet the following criteria.
 - A. Have a written job description and identified final product(s)
 - B. Have an established start date and completion date
- II. The opportunity to earn the stipend must be available to any qualified staff member and those qualifications must be included in the job description.
- III. The Executive Director will determine a selection process and implement the selection process
- IV. Any stipend amount to be awarded that exceeds 10% of a staff member's contracted salary or or annual pay must be approved by the Board.
- V. Any funds used for stipends must meet the requirements of the funding source.

Extra Duty Pay

- I. MC2 staff who receive an annual salary may be paid an hourly amount for work completed outside of contracted hours. This work may include but is not limited to events that occur outside of school hours and work on days outside of the school calendar.
- II. All extra duty pay must be scheduled in advance and approved by the Executive Director.
- III. Any extra duty amount to be awarded that exceeds 10% of a staff member's contracted salary or annual pay must be approved by the Board.
- IV. The opportunity to earn extra duty pay must be available to any qualified staff member.

Discretionary Bonus Pay

- I. MC2 recognizes that special circumstances may warrant awarding bonus pay to staff members.
- II. The Executive Director may bring forth a proposal to the Board of Trustees to provide bonus pay to staff members. The proposal must include: 1) rationale, 2) individual amounts, 3) cumulative total cost, 4) funding source.
- III. Bonus pay must be approved by a full vote of the Board of Trustees.

Revision Status:

Date Adopted: June 14, 2021

Last Review Date: April 18, 2022

Revision History: April 18, 2022