



## Stipend Approval Policy and Procedure

Stipends are used to compensate employees for activities that fall outside of an employee's contracted responsibilities, and/or outside an employee's contracted hours. All staff is eligible to receive a stipend upon approval. All stipends must be reviewed by the Office Manager, and/or Executive Director. All stipends must be approved or denied by a school Board President or designee.

### Stipend Procedure:

**1**

Oasis administration will identify the work duty for stipend, the employee who can perform the task, when a stipend will be issued to an employee as well as how that stipend will be allocated.

**2**

The administrator making the request will complete the Stipend Request Google Forms to process requests for the stipend(s).

**3**

Office Manager and Executive Director will review the form and electronically sign off on stipend requests. All forms will be available in printed format.

**4**

Once the Stipend Google Form is reviewed, the Executive Director or designee will notify the UCEN Board President or designee via email.

**5**

UCEN Board designee will review and approve or deny the stipend request and notify the Executive Director or designee of approval or denial.

**6**

Oasis will notify staff of the approval or denial of the stipend request via email and will release the appropriate funds to an employee as stated in the request.

**7**

Officer manager stipend requests must be reviewed by the Executive Director. All Executive Director requests will go directly to the Board.