

MASON COUNTY BOARD OF EDUCATION

STIPEND

FACULTY SENATE HIRING COMMITTEE

- Stipend form is to be submitted separately for each hiring recommendation
- Stipend can only be paid for hiring committee work performed outside of the employees' normal work schedule
- Employee will be compensated based on her/his daily rate of pay, prorated to an hourly rate
- Hours worked are to be reported in fifteen (15) minute increments. Employees can work :15, :30, :45, 1, 1:15, 1:30, 1:45, 2:00)
- Maximum compensation is two hours per position. This timesheet is to be submitted for each position requiring pay. If five (5) or more interviews for a position are conducted, the maximum compensation increases to three (3) hours per position. The maximum compensation only increases when actual interviews are conducted and the number of interviews total five (5) or more.
- The Faculty Senate Committee does not have to conduct interviews to submit hours for compensation. Review of applicant materials and hiring discussions with the Committee and/or the Principal qualify for compensation if the hiring committee activity is conducted outside of the employees' normal work schedule.

School: \_\_\_\_\_

Job Posting Number: \_\_\_\_\_

Date(s) Committee worked: \_\_\_\_\_

Time(s) Committee worked: \_\_\_\_\_

Name (Alphabetical by Last, then First)	Employee I.D. # 949-xx-xxxx	Total # of Hours Worked	Amount of Pay (Completed by Business Office Only)

Office use only:

Account Number: \_\_\_\_\_