

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 employee’s normal work schedule.
- Employee will be compensated based on his or her 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 (2) hours per position per employee. 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 per employee. 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 (two (2) hours maximum per employee) if the hiring committee activity is conducted outside of the employee’s normal work schedule.

School: _____

Job Posting Number: _____

Date(s) Committee worked: _____

Name <i>(Alphabetical by last name)</i>	Employee I.D. #	Total # Of Hours Worked	Time of Day Work Performed	Number of Interviews Conducted	Amount of pay <i>(Completed by Business Office Only)</i>

Account Number: 11.00485.12219.112.001

Principal Signature: _____ Date: _____

Please email the completed form to lisahall@k12.wv.us.