



# WEST CHICAGO ELEMENTARY SCHOOLS

*Together for Excellence ★ ¡Juntos por la Excelencia!*

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## Board of Education

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**TO:** Board of Education  
**FROM:** Sarah Burnett, Director of Human Resources  
**DATE:** January 23, 2025  
**RE:** Stipend/Extra Duty Compensation

**This memo is:**

- Information only.
- Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: January 23, 2025

Previous memos on this topic can be found:

- in previous Board packet(s) dated.
- or attached to this memo

<b>Basic Information:</b>
West Chicago Elementary School District 33 has both certified and classified staff who complete stipend or extra duty work for additional compensation.
<b>Background/Historical Context:</b>
<p>In years' past, stipends and extra duties have been compensated on each employee's paycheck. Over the past few years, the district has experienced the following:</p> <ul style="list-style-type: none"> <li>• Staff starting, stopping, and moving between extra pay positions midyear - in some cases multiple times throughout the school year</li> <li>• Attendance concerns related to hourly extra pay positions</li> <li>• Over 8,000 Droplets submitted within 10 months</li> <li>• Feedback from staff regarding the difficulty in knowing if/when extra work (i.e. curriculum, professional development, etc.) was paid.</li> </ul> <p>As a result, district administration, in collaboration with Support Staff Association (SSA) leadership and the Education Association of West Chicago (ETAWC) leadership, came to an agreement on an updated schedule for stipend and extra duty payments to be three times per year, with the exception of internal substituting, Beyond the Bell, and the Personal Care Differential stipend for SSA members. Additionally, SSA members who complete extra duties/stipends from the ETAWC Appendix C will receive a \$100 bonus with each of the three (3) trimester payments.</p> <p>The Memorandum of Understandings can be found below for each union:  <a href="#">SSA Memorandum of Agreement</a>  <a href="#">ETAWC Memorandum of Agreement</a></p>
<b>Previous decisions, actions, or parameters that relate to this topic or issue:</b>
N/A
<b>Recommendations:</b>

The District Administration recommends to approve the Memorandum of Agreements for both SSA and ETAWC as it relates to stipend/extra duty compensation.