



Department: Human Resources
Policy Number: HUM-A062
Effective Date: 10/1/12

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SCHOOL YEAR PREPARATION DAY STIPEND

It is the policy of the Clarksville-Montgomery County School System to allow certified employees on a 200-day calendar to work one six-hour day, or two three-hour days, in their respective building during select non-calendar days to prepare for the start of school and be paid a stipend for that day. Certified employees are eligible for the school-year preparation day and corresponding stipend regardless of position or percentage of contract.

The Director of Schools or designee will determine specific school-year preparation days prior to the start of the school year. Certified employees who complete the school-year preparation day will receive a stipend in the amount pre-approved by the Chief Human Resources Officer.

Eligible employees must comply with the provisions of [CER-P005](#), School-year Preparation Day Procedure. Principals will verify completion and provide information for stipend payment to the Payroll Department, per [CER-P005](#) the School-year Preparation Day Procedure.

Teachers who are hired after the beginning of the school year may participate. The six (6) hours must be designated as outside of their normal work day and must be verified by the Principal. Participation is allowed through March of each school year.

Implementing Procedures: [CER-P005](#) School-year Preparation Day Procedure

Associated Documents: [HUM-F102](#) District-Wide \$100.00 Classroom Preparation Day for Late Hired Teachers Completion Log to Submit for Stipend Payment

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to T.C.A. § 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/1/12	IR	
7/24/13	A	Add Note statement to Revision History
7/1/14	B	Add "or two three-hour days"
7/1/15		Reviewed as part of collaborative conferencing
7/1/18	C	Added fourth paragraph. Added HUM-F102 to associated documents
8/21/20	D	Added a modification for the 2020-2021 School Year due to the school calendar adjustments as a result of the COVID-19 pandemic.



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| 7/13/21 | E | Removed modifications that were added to this policy due to the late start to the school year in 2020-2021. |
| 7/1/23 | F | Changed the \$75 stipend to \$100. |

***** End of Policy *****