



Davis School District

Learning First

PAYROLL MEMO

To: Secretaries

From: Tim Leffel

Date: August 4th, 2021

RE: Classified Employee Stipends

Payments to **classified** employees for hours worked must be made through the time system. Under Federal law, we cannot pay a classified employee a fixed amount (Stipend) for work they have performed. Why you ask? If hours are not tracked for a job performed, we have no way of proving the employee made minimum wage or determine if overtime pay is applicable. Therefore, all pay for classified employees needs to be tracked through the time system. If an employee is going to work outside of their regular job, the school office manager can set that up in the time system.

A stipend may be paid to a classified employee to express appreciation or in a bonus situation. If you are not sure how to pay an employee for a specific situation, please contact our payroll department for guidance.

Due to the fact **Licensed** employees are exempt from this federal law, they may be paid stipends.