



State Intermediate Educational Unit #  
146 State House Station, Augusta, ME 04333  
Telephone (207) 624-6660  
Fax (207) 624-6661  
[www.maine.gov/education/speced/cds](http://www.maine.gov/education/speced/cds)

Administrative Letter Number 25

TO: CDS Board Chairs, CDS Site Directors

FROM: Debra Hannigan, State CDS Director  
David Stockford, Policy Team Leader

DATE: May 7, 2010

RE: Policy Statement Regarding Stipends – Effective 7/1/2010

Article XI of the Professional Unit Negotiated Contractual Agreement allows CDS, at its discretion, to award stipends for “additional work” performed by experienced professional employees. Employees can earn stipends in areas associated with leadership activities.

*“Article XI - CDS reserves the right to award stipends for additional work as it deems appropriate.*

*Stipends:*

- |  |   |
|--|---|
| 1. Mentor \$200  | \$200 (6 months)<br>\$300 (9 months)<br>\$400 (12 months) |
| 2. Chapter 118 Mentors                                       | \$750 (12 months)   |
| 3. Team Leader (Clinical Team, Part B, Part C, Site Program) |   |
| 4 or more employees  | \$2,500   |
| 2 or 3 employees   | \$1,000”  |

*Stipends are annual appointments subject to renewal at the discretion of CDS. Employees do not have right of reappointment. Vacancies shall be posted in accordance with Article XIX”.*

This administrative letter provides a broader explanation of the activities that warrant stipends.

## Mentoring

Stipends may be awarded to experienced professional employees for guiding, monitoring, and instructing less experienced professional personnel who are new to the CDS system and/or service area, possibly recently hired new graduates. Mentoring stipends are awarded based on the amount of time the more experienced employee works with the novice employee. Stipends are not granted to employees who are assigned to college students fulfilling academic job shadowing requirements or student teaching activities or for mentoring educational technicians and other support personnel.

### Chapter 118 Mentoring (Certification Mentoring)

This not been initiated at this time. It will be addressed in a subsequent administrative letter when it has been finalized at the CDS State IEU level.

## Team Leader

Stipends may be awarded to professional employees who assume leadership roles for a clinical team of other professional employees within a site. Stipends are not allowed for the supervision of educational technicians or other support personnel. The amount of stipend is based on the number of team employees.

Stipends are recommended by the Site Director using the “Stipend Request” form. In the stipend request, Site Directors must clearly justify the requested stipend and then, upon approval from the CDS State IEU, post the stipend position in accordance with Article XI. The State Office of CDS will make final approval decisions. Stipends are awarded for a specific time frame. Stipends requests that do not coincide with the beginning of a fiscal year, will be prorated based on the time remaining in the current fiscal year. At the conclusion of the stipend period, stipends cannot be automatically renewed, they must be re-requested if appropriate.

Site Directors are cautioned not to discuss the stipend request with the possible recipient or inform employees that stipends are approved prior to the decision of the State Office.