



MINNESOTA ASSOCIATION
OF PROFESSIONAL EMPLOYEES

LOCAL STIPEND FORM

MUST HAVE PRIOR APPROVAL FROM LOCAL
PRESIDENT/TREASURER

Name

Stipends must be calculated based on a number of
hours and a rate of pay.

Street Address – **Check here** [] **if new**

of hours = _____

City, State, Zip Code

Rate of pay = _____

Stipend (# of hours x rate of pay) = _____

Period covered by stipend (e.g. Jan. – June 2021)

Daytime Phone (including area code)

Check one

Local Number

IRS Form W-4 is attached _____

IRS Form W-4 is on file at MAPE _____

I hereby certify that this is a correct statement of my Lost Time expenses as claimed and that this request meets the requirements stated in the Stipend and Recognition Policy. All expenses are subject to audit and verification can be requested.

Requirements (summary):

Only local officers are allowed to receive a stipend.

Each local officer may receive a stipend equivalent of up to \$480 maximum per calendar year.

Stipends shall be paid out on a yearly or 6-month timeline as decided by the local officer team.

Meeting minutes (or approved local budget showing stipends) must be sent to the MAPE Financial Specialist.

Approved by: _____
Local President/Treasurer

SIGNATURE *Must be signed for payment* Date

Statewide Treasurer/Statewide Officer

OFFICE USE ONLY

Department Code _____	Date Paid _____
Check Number _____	Amount \$ _____

Stipend Policy

Last Board of Directors Revision Date: 2/17/2017

Summary: This policy outlines what is allowable in regards to stipends and recognition for MAPE members and fee payers.

Stipends:

Only local officers are allowed to receive a stipend to account for the use of personal time and incidentals that come with the position of being a local officer. No other position, Regional Director, Chief Steward, Stewards, Negotiations Representatives, or Delegates (alternates) are allowed a stipend.

Each local officer may receive a stipend equivalent of up to \$480 maximum per calendar year (such as 2 hours at \$20 per hour per month) to offset incidental expenses. Stipends must be processed as payroll and need to be determined using a number of hours and rate of pay. Stipends are considered taxable income and are subject to withholding taxes.

Each local has the authority by vote of their membership to determine the amount of the stipend their local officers may receive. Meeting minutes must be sent to the MAPE Financial Specialist and Statewide Treasurer prior to claiming stipends.

Stipends shall be paid out on a yearly or 6 month timeline as decided by the local officer team. Stipends shall be prorated for time served as a local officer. Stipends will be claimed using the Local Officer Stipend form and submitted to MAPE's Financial Specialist.