

LOCAL STIPEND FORM

MUST HAVE PRIOR APPROVAL FROM LOCAL PRESIDENT/TREASURER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stipends must be calculated based on a number of

Name hours and a rate of pay.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address – **Check here** [ ] **if new** # of hours = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rate of pay = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code

 Stipend (# of hours x rate of pay) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Period covered by stipend (e.g. Jan. – June 2023)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone (including area code)

 Check one

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IRS Form W-4 is attached \_\_\_\_\_\_\_\_\_

Local Number 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 and Recognition Policy**

Original Date of Policy: 3/21/2014

Board of Directors Revision Dates: 11/21/2014, 2/17/2017, 5/19/2023

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

**Policy: 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.

**Recognition**

Recognition for members is allowed. Recognitions are intended to reward members for specific actions (e.g. service award or drawing for local meeting attendance). Recognition should not be cash or cash equivalent such as VISA cash cards. Examples of allowable recognition would be MAPE apparel/items, retailer gift card (gas, restaurant, grocery, etc.), not to exceed $25/year or a group meal. General distribution of local funds to members is not permitted.