



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 2023)

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: _____

SIGNATURE *Must be signed for payment* Date

Local President/Treasurer

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.