

What is a Compensation Notice?

A Compensation Notice is an individualized statement reflecting your current Base Pay (Daily or Hourly Rate), Variable Pay (e.g. Stipends), if applicable). The Compensation Department sends out compensation notices every school year for the purpose of providing employees with their detailed compensation information.

How many years of experience am I getting paid for?

The compensation notice includes the number of years' experience used to determine your base pay according to the Compensation Policy at the time of hire.

I am a teacher with a Master's Degree, why don't I see a \$2,000 stipend for the Master's Degree?

The additional \$2,000 compensation for a Master's Degree is not paid as a stipend; instead, it is included in your base salary. Please refer to the Compensation Resource Manual [Teacher Master's Degree Pay Scale](#).

Why is my stipend amount less than the full amount?

The amount you are seeing is a prorated amount. This can be the result of starting late in the school year; or if a stipend was assigned to you recently.

What if I don't see a stipend listed?

If you don't see a stipend that you were assigned, please notify your principal/department leader immediately. If the stipend is paid annually or semi-annually, you will not see it listed in your compensation notice. For example, the Bilingual stipend is paid as supplemental pay twice a year, in December and May; Master Teacher Stipends are also paid as supplemental pay in August, November, March and June. Since these are paid as a supplement, they will not be included in the Compensation Notice.

What do I do if the campus listed is incorrect?

Please notify your principal/department leader.

Do I need to acknowledge my Compensation Notice?

Yes, acknowledging the Compensation Notice is required. It will let Talent Management know that you reviewed and verified that the information is correct. **If your compensation is not correct, you are required to notify the Compensation Department by using the [2020-21 Compensation Notice Review Request Intake Form](#) no later than November 2, 2020.**

How do I know if my acknowledgement was received?

You will receive a confirmation email with an attached pdf of your acknowledgement.