



## Paraprofessionals Working STP Fiscal Year 2024-2025

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### 1. Paraprofessionals Working STP

- According to the contract, a Paraprofessional is to be paid the in-school suspension/STP supplement hourly rate when working STP. Employees serving a full student day as STP monitor will be credited for 6.5 hours for supplement purposes. Please refer to the Payroll website to obtain the current rate.
- The supplemental hourly rate will be paid as other compensation using Object 0102 and Project 4162 – SAI – Student Training Program.
- Budgeting will allocate funds to the project based on actual expenditures.
- To ensure that these expenditures are properly and timely covered by Budgeting, the school must use the exact wording below when entering the information into Payroll:

[Center]-Parapro working STP  
Example: 0601- Parapro working STP

- Budgeting will run reports filtering to that specific wording in order to identify items that Budgeting is to cover. On a monthly basis, the Other Comp/Misc Pay reports for each school will be uploaded to the school's TEAMS folder. The school can review the reports for any items that are mislabeled and should be covered by Budgeting. If any items are identified as needing to be covered by Budgeting, print a copy of the report, highlight the item, correctly label the item, and then email the report to Paula Sadler (central and south schools) or Suzie Gander (north schools).