

# ***2011/2012 Mentor Stipend FAQs***

## **How much is the mentor stipend?**

- Mentors who log a minimum of 12 hours of contact with their mentee will receive \$300 for mentoring that new teacher for the semester.
- Mentors logging 12 hours or more who have completed TOT-02 will receive \$350 for mentoring that new teacher for the semester.
- Mentors who log less than 12 hours of contact with their mentee will receive \$25.00 per hour logged.

## **When will the stipends be paid?**

- Mentor stipends for September through June will be paid at the end of each semester. Payments will be in a February paycheck for first semester and a June paycheck for the second.

## **What is the payment procedure?**

- **Each principal or program coordinator should submit a Mentor Verification Form to Department of Professional Growth Systems (DPGS) in the Office of Human Resources & Development (OHRD), by Monday, October 3, 2011.** A database will be generated from this information. This database is used to generate all mentor/new educator communication (payment forms, newsletters, updates, etc.) and assign the mentoring role. Names of new teachers and mentors need to be sent to OHRD/DPGS in a timely manner so that these names can be added to the database.
- Payment forms for the first semester will be available for download through PDO in January 2012. Mentors should complete this form; obtain the necessary signatures; and pony the form back to Susan Mitchell, DPGS, at 45 West Gude Drive, Suite 2400.
- Payment forms for the second semester will be available for download through PDO on June 2, 2012. For more information, mentors should refer to the *PDO Guide to Online Mentor Logs* on the Mentor Page: [http://www.mcps.k12.md.us/departments/development/teams/programs/for\\_mentors.shtm](http://www.mcps.k12.md.us/departments/development/teams/programs/for_mentors.shtm)
- If you are unable to print a mentor payment form by February for the first semester or by June for the second semester, please email Susan Mitchell immediately. **In order to be paid, mentors must return a signed payment form and that form must be received by DPGS before June 25, 2012.**

### **How will I know if I have been paid?**

- Check your payment status by looking under the description column under Earnings/Adjustments for the “WKS” notation, you should see a separate amount indicated.
- If you cannot verify through ePaystub that you were paid, email Susan Mitchell.

### **Who signs my Mentor Payment Form?**

- If both you and your mentee(s) are in the same school, the principal or assistant principal at your school should sign.
- **If you are a specialty mentor** with a mentee in another school, then you should send the Mentor Payment Form to your program coordinator (i.e., media, music, guidance, etc.) for him/her to sign. He/she will then pony the form to Susan Mitchell, DPGS, at 45 West Gude Drive, Suite 2400.

### **Do I need to attach my Mentor Log?**

- No. The mentor log information is pre-printed on the Mentor Payment Form. **Payments will be pro-rated at \$25/hour for mentors with payment forms reflecting less than 12 hours for the semester.**

### **Will I still be paid if my form is returned late?**

- Mentors will be paid as long as the fund accounts are open. The MCPS fiscal year ends June 30, 2012, and all accounts will close at that time.
- **NO MENTOR STIPENDS CAN BE PAID AFTER THE ACCOUNT CLOSES.**

### **Whom do I contact if I have questions?**

- To request help downloading a mentor payment form or if you have a payment question or a mentor log question, email Susan Mitchell.
- For any other questions about the Mentoring Program or New Teacher Induction, contact Gail Epps, program manager, at the Department of Professional Growth Systems, 301-217-5100.