

July 10, 2005

M E M O R A N D U M

TO: TCOE Staff
FROM: Internal Business Services
RE: Stipend Form

A stipend should be used for a single event, workshop or performance. It should not be used for on-going trainings that happen throughout the year. There should not be an on-going relationship with the individual who will receive a stipend.

Examples of when stipends are appropriate: to pay musicians who play for the theatrical productions; persons who provide a workshop presentation.

The following must be true in order to pay an individual a stipend:

- The individual is participating in a TCOE event or the individual is making a presentation at a TCOE building or school site
- The individual is an employee of a school district outside of Tulare County who will be participating in an event or making a presentation
- The individual is employed with an organization within or outside of Tulare County
- The individual does not maintain a business license, have a significant investment in equipment or facilities, or operate as a business enterprise, i.e., they are NOT an independent contractor.

If a person is employed in a Tulare County school district, they may NOT be paid using a stipend. They must be a part-time short-term employee.

Stipend income over \$600 is reportable income and subject to 1099.

The final determination whether a stipend can be used to pay an individual will be made by Human Resources.