

ABC Organization Stipend and Incentive Procedure Example

For the Climate and Equitable Jobs Act (CEJA) Workforce Program at ABC Organization, participants are expected to attend three (3) days per week for five (5) hours each day. This curriculum will last 11 weeks and contains ten (10) training modules, totaling 169 training hours.

A stipend is a fixed, regular payment made to participants. **It is not a wage but is intended to cover incidental costs incurred while attending the training program.** They are based on attendance during all training activities associated with this program.

Stipend amounts are ***\$13 per instructional hour*** and paid on actual hours of attendance. Each training day, participants can earn up to \$65 (\$13/training hour) per training day, \$195 per training week, and \$2,197 in total. However, this amount is reduced based on missing instructions or failing post-assessments.

Additionally, participants may earn incentives for completing certain milestones during the training program. The incentives are performance-based and awarded when the participant meets or exceeds the milestones.

Attendance

Participants are expected to attend every training day. Attendance will be tracked to determine stipend payments. Only verified attendance hours are eligible for the stipend payment. A participant must attend at least 80% of the training sessions to complete the program.

If participants cannot attend due to illness or unforeseen circumstances, hours can be made up on a different date to receive the stipend payment. For example, if participants missed 2.5 hours and did not make those hours up, their stipend would be reduced by \$32.50. (\$13 per hour x 2.5 hours = \$32.50)

Post-Assessments

Participants are expected to pass a post-assessment for each training module. To pass a post-assessment, participants must receive 70% or above. If a participant fails the post-assessment, their stipend will be reduced by \$15 for that training day.

For example, a participant attended the full day of courses and earned \$65 for that training day; however, they scored 30% on their post-assessment. This means they will only earn \$50 for that training day.

Payment Information

Stipends are set at \$13 per training hour and given to all participants, regardless of need. These will be paid based on the number of instruction hours attended during the previous week(s) via direct deposit every two (2) weeks.

Incentives will be paid after the training program. To receive an incentive on top of the stipend payment, a participant must meet the following milestones:

- Perfect attendance (no make-up sessions occurred).
- Completing the program with an 85% or above.
- Obtaining the credential.

ABC Organization will work with the instructors to review rosters and post-assessment scores to determine the stipend amount. Participants will receive a report outlining the stipend amount, adjustments factored into the payment, and any incentive earned.