2012/2013 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 Friday, October 5, 2012. 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 2013. 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, 2013. 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
- 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, 2013.
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, 2013, 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.