Title

Administrative Stipends

HR Policy No: 20.012
Page: 1 of 2
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Purpose

To provide a temporary stipend, in addition to base salary, when an employee is requested to assume additional responsibilities due to a lengthy vacancy or the long-term absence of a supervisor or co-worker.

Applicability

Administrative Staff

Policy

The College may provide a stipend, in addition to an employee's base salary, when the employee is requested to assume additional responsibilities due to a long-term vacancy within a department or due to the long-term absence of a supervisor or co-worker. Stipends are considered on a case-by-case basis and may be awarded based on the following criteria:

- The assignment is of a minimum duration of at least one month, but no longer than six months.
- The assignment results from circumstances such as the prolonged absence of another staff member, the prolonged absence of a supervisor, or position vacancy/vacancies that remains open for a lengthy period of time.
- The type of work being assigned.
- Budgetary provisions exist to meet the cost of the additional compensation.

Amount of Stipend

The amount of the stipend will be determined by the divisional vice president, in consultation with the senior associate vice president of human resources, and will be based on the breadth of duties being assumed.

Requesting a Stipend

To request a stipend for an administrative employee, the following steps must be taken:

- A request in writing is submitted to the divisional vice president from the employee's supervisor with an explanation of the duties to be performed beyond the employee's current work assignment

and the unique qualifications possessed by the employee that make him or her uniquely qualified to perform the work or services.

- The divisional vice president will consult with the senior associate vice president of human resources to determine if a stipend is warranted based on the information provided.
- A time-frame is identified to determine how long the stipend will remain in effect.
- The divisional vice president and the senior associate vice president of human resources approve the stipend.
- Once approved, the amount of the stipend will be added to the employee's regular monthly pay as an adjustment. The stipend amount is not eligible for pension contributions.

Responsibility

The senior associate vice president of human resources, or his/her designee, is responsible for overall administration of this policy.

Note: When an employee working in a non-exempt position performs an additional assignment, their regular, hourly rate is temporarily increased based on the stipend amount to compensate them for assuming the additional duties. The stipend is pension eligible for non-exempt employees.