



PERSONNEL POLICIES — SECTION 300

NUMBER: 384

SUBJECT: SALARY STIPEND POLICY & PROCEDURE

LAST REVIEWED: 1/31/2023

EXECUTIVE STAFF REVIEW: 2/6/2023

BOARD APPROVAL: 3/15/2023

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384.1 PURPOSE

The purpose of this policy and procedure is to define the limits and approval process required to grant employee salary stipends.

384.2 POLICY

2.1 One-time Stipend

- 2.1.1 Salary stipends may be paid to employees for work performed over and above the work normally expected in relation to the essential functions listed in the position job description.
- 2.1.2 Stipends should be used as a one-time financial incentive for employment related services performed. The amount of the stipend should be appropriate, relative to the employee's regular salary, and the service performed.
- 2.1.3 Stipend requests will only be granted when submitted according to the Procedure outlined below.

2.2 Ongoing Stipend

- 2.2.1 Recurring or ongoing stipends are not allowed and should not be used to increase an employee's salary when the employee is performing the essential functions listed in the employee's job description. Every effort should be made to evaluate the employee salary classification to determine if an increase in salary is appropriate.
- 2.2.2 **Any** exceptions to this policy require approval by the College President.

384.3 PROCEDURE

- 3.1 Stipends must be approved prior to any notification to the employee that a stipend will be given.

- 3.2 The supervisor or department director will submit a stipend request form to the Director of Human Resources. A thorough explanation for the request should accompany the form.
- 3.3 The Director of Human Resources, the associated Vice President, and the Vice President of Administrative Services must approve each request.
- 3.4 In order to pay a stipend, the Payroll Department must receive a completed stipend request form, which includes:
 1. The employee name
 2. The amount of the stipend
 3. The reason for the stipend
 4. When the stipend should be paid
 5. All appropriate approvals
- 3.5 In certain cases where it makes sense an hour log may be required as part of the stipend process.