

## **Procedure Title: Compensation for Special Assignments**

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:** 05/31/2000

**Revised Date:** 12/20/2024

**Reviewed Date:** 12/20/2024

**Relates to Policy:** 3.02.28

**Legal Citation(s):**

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### **Procedure Narrative**

The following guidelines and approvals are required for the payment of a stipend:

1. Any special assignment for which a stipend is considered should be measurable in activity, responsibility and scope, and documented on a Stipend Request form.
2. Stipends must be authorized by an employee's immediate supervisor and approved by their supervising dean or PC member and the designated representative from Human Resources.
3. The amount paid as a stipend will vary based on circumstances and will be proportionate to the amount and scope of the additional work performed as determined by Human Resources. Stipends may be calculated as follows:
  - Fixed fee for the performance of a service or the completion of a special project
  - Percentage of the employee's current salary
  - Percentage of the pay range of the position in which the employee is acting
  - Credit equivalency
4. While stipends generally should not be paid for temporary assignments of less than five weeks duration, once approved, stipends may be paid retroactive to the beginning of the assignment.

**Appeals**

Should an employee and their supervisor disagree as to whether a stipend is justified, the employee may submit a written request for an advisory ruling from their supervising dean or PC member and then to Human Resources. The employee may request a final decision, where agreement is still not reached, from the president.