

## Stipend Policy

March 2010

Administrative and staff positions are not eligible to receive stipends. Additional duties for administrators and staff are added or deleted based on the current need of the College without a change in pay.

There are only limited exceptions to this policy. With prior presidential approval, stipends may be awarded in the following limited circumstances:

- Taking on a significant duty or project on a short-term basis due to a staff transition.
- A project or duty that would be completed during a time when a staff member is not generally employed with the college, such as a summer stipend for a project completed by a 9-month employee.
- A project or duty that
  - (a) would not normally be a part of this person's position or connected to the persons duties;
  - (b) is not within the persons department; and
  - (c) can only be done outside the person's normal working hours. For example, an admissions counselor who serves as a part-time coach may qualify if all of the conditions set forth above are met. In no case will stipend be paid for teaching or advising a student organization for a full-time employee who is an administrator.

Stipends are not designed for work that is done during regular working hours or as part of a long-term compensation strategy. Stipends are not appropriate as a means of distributing "left over" money at the end of a budget year. Whenever possible, work projects should be distributed to current employees to complete during their regular working hours, with a flexible attitude of working together for the good of the College.

Should a stipend be appropriate under one of the limited exceptions set forth above, advance approval is necessary before the stipend can be paid. Approval for the stipend (even if it has been provided in the past) is necessary before any promises or assurances are made to the person doing the work. To gain approval, managers must follow these steps:

1. Complete the attached stipend request form, including details of the situation, proposed stipend payment, account to be charged, and duration of the situation.
2. Sign the form and print it out for approval by your Cabinet member who will forward it to the President's Office for final approval.
3. Stipend requests must be approved before the employee is notified and/or the event in question takes place.
4. Once the President has approved the Stipend, it will be forwarded to payroll for processing and included in the next scheduled and/or appropriate pay period.