

Stipend Policy

I. Purpose

This policy establishes guidelines for any stipend that can be paid to staff when individuals assume additional duties and responsibilities for a variety of reasons (e.g. filling in for a colleague for a short duration). This policy does not apply to overtime for non-exempt employees. All stipends must be approved by the Board of Trustees prior to granting the stipend.

II. General

1. Each employee is accountable to the College for 100 percent of the duties and responsibilities associated with the employee's primary appointment.
2. When an employee is requested to perform duties beyond their primary position for a limited duration, a stipend can be granted for that duration.
4. The granted stipend is a temporary adjustment of total compensation, which must be specified in amount and duration and must be approved by the Board of Trustees prior to being implemented. The College has the sole right to determine both the amount and the duration.
5. Without exception, all stipend payments to College employees will be made through payroll services. Stipends are not pensionable and the college will not increase any additional benefits to employee's medical or any other benefits.
6. The activities listed below are considered additional responsibilities for which an employee may receive extra compensation:
 - A. **Acting Appointment:** An acting appointment is defined as a position filled on a temporary basis to replace a regular employee on leave. The expectation is that the regular employee will be returning to his/her regular position in the future.
 - B. **Interim Appointment:** An interim appointment is defined as a position filled on a temporary basis while a search is being conducted, or a department/division reorganization is taking place.
 - C. Covering for a colleague within the department who is on a short leave between xx-xx.
7. No stipend can be used to boost any employee base salary. No stipend can be granted to any employee who absorbs the full responsibilities from a vacancy. No stipend can be permanent. When assigned additional responsibilities end, the stipend will be removed.
- 8.. The stipend will range from 5 percent (minimum) to 10 percent (maximum) of the employee's base salary. The determination of the actual percentage will be based on the volume of additional responsibilities and the base salary of an individual employee with the consideration that lower salaried employees get higher percentage. A stipend shall be paid on a regular bi-weekly basis.

III. Monitoring Stipends

The College will periodically review all payments of stipends to ensure consistent application of these guidelines. Stipends that continue from one fiscal year into another fiscal year will be reviewed annually at the beginning of the new fiscal year. If the college finds that a stipend is continuing over a long period (unless the timeframe was determined up front), the situation will be reviewed to determine whether it is appropriate or whether an adjustment to the base salary should be considered. Please note that stipends are intended to be temporary increases given for a specific purpose. It is expected that when the work, assignment, appointment, etc. ends, the stipend will be removed.

IV. Medical Benefits

The College will not increase the interim or acting employees' medical benefits for the period they are assuming the additional assignment.

Board of Trustees
April 19, 2018