

Davis Technical College

Salary Stipend Policy and Procedures

Effective Date: 01 July 2004
Administrative Policy

1. Purpose

This policy and procedure is intended to give direction on the approval process required prior to issuing employee salary stipends at the Davis Technical College (College).

2. References

- 2.1. Davis Technical College Salary and Wage Administration Policy
- 2.2. Davis Technical College Overtime Pay, Overload Assignments, and Compensatory Time Policy
- 2.3. Davis Technical College Job Descriptions Policy and Procedures

3. Policy

3.1. Salary stipends may on occasion be paid to employees for work performed over and above the work normally expected in relation to the employee's job description. Stipends are intended to be a one time or temporary financial reward for employment related services performed. Stipends are pay in addition to the pay as outlined in the Salary and Wage Administration Policy, and/or the Overtime Pay, Overload Assignments, and Compensatory Time Policy. The amount of the stipend must be reasonable in relation to the employee's base salary and in relation to the employment related services being rewarded.

3.2.

3.3. Salary stipends will only be issued to employees after proper approval by the College President's Council or by the Board in the case of stipends paid over an extended period.

4. Procedures

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

4.2. **One Time Stipends** - Salary stipends to be paid in one lump sum should be approved in advance by the College President's Council. Due to the confidential nature of salary and stipend matters, this approval will not be contained in the regular published minutes of the College President's Council meetings. In order to pay a stipend, the Payroll Technician must receive written authorization for the stipend which contains the signatures of the College President, the Vice President of Administrative Services and any other appropriate Vice President. The written authorization should indicate the employee to receive a stipend, the amount of the stipend, when the stipend is to be paid, the reason for the stipend, and an indication that the stipend has been approved by the College President's Council.

4.3. Multiple Payment Stipends

4.3.1. Stipends to be paid over multiple pay periods should not be used as a method to increase an employee's salary for regular job duties and responsibilities. Situations which call for a stipend over multiple pay periods should be evaluated to determine if it would be more appropriate to adjust the salary based upon a re-rating of the job description in accordance with the Job Descriptions Policy and Procedures.

4.3.2. One to Three Month Stipends - Salary stipends to be paid over multiple pay periods for up to three months should be approved in advance by the College President's Council. Due to the confidential nature of salary and stipend matters, this approval will not be contained in the regular published minutes of the College President's Council meetings. In order to pay a stipend, the Payroll Technician must receive written authorization for the stipend which contains the signatures of the College President, the Vice President of Administrative Services and any other appropriate Vice President. The written authorization should include a properly completed Personnel Action Notice form and a memorandum which documents the stipend. The memorandum should indicate the employee to receive a stipend, the amount of the stipend, when the stipend is to be paid, the reason for the stipend, and an indication that the stipend has been approved by the College President's Council.

4.3.3. Stipends for More Than Three Months - Salary stipends to be paid over multiple pay periods for more than three months should be approved in advance by the College President's Council and by the College Board. Due to the confidential nature of salary and stipend matters, this approval will not be contained in the regular published minutes of the College President's Council meetings. In order to pay the stipend, the Payroll Technician must receive written authorization for the stipend which contains the signatures of the College President, the Vice President of Administrative Services and any other appropriate Vice President. The written authorization should include a properly completed Personnel Action Notice form and a memorandum which documents the stipend. The memorandum should indicate the employee to receive a stipend, the amount of the stipend, when the stipend is to be paid, the reason for the stipend, and an indication that the stipend has been approved by the College President's Council and by the College Board.

4.3.3.1. Stipends for More Than Eleven Months - Salary stipends to be paid over multiple pay periods for more than eleven months are prohibited unless the stipend is related to a specific project lasting more than eleven months which also has a specific outside funding source to cover the cost of the stipend. Situations which may call for a stipend over a period of more than eleven months should generally be referred to a re-rating of the job description in accordance with the Job Descriptions Policy and Procedures.

5. Approval and Notes

President's Council Approval: 27 July 2004