

# PROCEDURE MANUAL

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		<b>Last Revision Date:</b>	03-25-2024
		<b>Effective Date:</b>	03-25-2024
<b>Last Review:</b>			
<b>Section:</b>	Human Resources	<b>Subject:</b>	Stipend and Additional Pay for Exempt Employees

## PURPOSE

To provide guidelines relating to additional pay and compensation for exempt employees who perform work and provide additional services for the College through special projects and grants, outside of the regular work schedule and outside the primary scope and function of the employee's role with the institution.

## PROCEDURE

1. Upon full approval, stipend or additional pay and compensation may be issued to exempt employees who perform additional work unrelated to the primary scope and function of the employee's role with the institution. This work must be done outside the employee's normal work schedule or while on annual leave.
2. Stipend or additional pay may be provided in the following situations:
  - 2.1 The additional work is within the employee's regular job category and will be paid within the regular pay range, but it is performed for another department (other than the employee's regular department) and performed beyond and outside of the employee's regular work schedule.
  - 2.2 The additional work is separate and distinct from the duties and responsibilities of the employee's regular job classification. In this situation, the pay rate will be within the range of the assigned pay grade of the job classification that encompasses the supplemental work or at a pay rate approved by human resources.
  - 2.3 The additional work is of a special or one-time nature, making it infeasible to hire a temporary employee. The rate of pay will be determined at the time of the assignment.
  - 2.4 The additional work is related to a grant and an allowable cost/expense within the grant, and is performed beyond and outside of the employee's regular work schedule. The rate of pay will be determined at the time of the assignment.
  - 2.5 The President of the College, or designated representative, may authorize a stipend for supplemental travel expenses incurred by the employee during college related travel, expenses occurred for community involvement for college related purposes, use of personal equipment for college related tasks or projects, or for professional services offered by the

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employee that are outside the primary scope and function of the employee's role with the institution.

3. Stipend or Additional Pay Form
  - 3.1 Stipend or additional pay form must be approved in its entirety prior to the employee performing any related work outlined on the form.
  - 3.2 Departments can access the stipend or additional pay form on the Human Resources webpage.
  - 3.3 The stipend or additional pay form must be initiated through the employee's primary department, and prior to the start of any work or additional services.
  - 3.4 The stipend or additional pay form must be filled out in its entirety. A comprehensive list of duties, expectations, and/or outcomes, and the projected dates of service must be included with the stipend or additional pay form and initial request.
  - 3.5 The stipend or additional pay form must be reviewed, assessed, and approved by the supervisor, department cabinet member, and sent to the human resources department for review and approval.
  - 3.6 The designated human resources representative will review the stipend or additional pay form to assess if the additional work is unrelated to the primary scope and function of the employee's role with the institution.
4. Compensation
  - 4.1 Payment(s) will be initiated and processed starting the pay period following the receipt and full approval of the stipend or additional pay form, and when the work starts.
  - 4.2 Stipend or additional pay can be set-up as one-time or recurring payments, and will be determined by human resources.
  - 4.3 Stipends or additional pay will not be paid in advance of the work being performed.
  - 4.4 Stipend or additional pay will be taxed based upon specific IRS regulations.
  - 4.5 If the outlined comprehensive list of duties, expectations, and/or outcomes are found to be within the primary scope and function of the employee's role with the institution, or duties are

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expected to take place during the employee's normal working schedule, no additional compensation will be provided to the employee.

4.6 Promise of or agreement of compensation should not be provided prior to full review and approval by human resources.

## 5. Approval and Notification

5.1 Upon form approval, the supervisor will provide the employee with written notification of approval and a copy of the stipend or additional pay form and the included comprehensive list of duties, expectations, and/or outcomes, and the projected dates of service.

5.2 Stipend or additional pay and related work may be stopped at any time. The supervisor must notify the employee and Human Resources, in writing, if the work and stipend or additional pay is to be stopped prior to any completion or project end dates.

## 6. Non-Exempt Employees

6.1 Non-exempt employees are not eligible for stipends or additional pay. Non-exempt employees who, due to the needs of the College, work hours in excess of those regularly scheduled, are entitled to compensation for that additional effort. In most cases if the total effort exceeds 40 hours in a week, the employee may be eligible for overtime compensation (see [Procedure 415.8](#)).