

**3359-11-12.1 Policy on stipends for contract professionals and non-bargaining unit staff.**

- (A) The standard workweek for contract professional staff and non-bargaining unit staff for most purposes is considered to be forty hours per week. However, it is not unusual for such individuals to regularly work within their assigned classification in excess of that amount, voluntarily or upon request, without receiving or having the expectation of receiving additional remuneration. This policy does not affect such situations and creates no right or expectancy to receive additional remuneration.

Temporary stipends may be granted for substantial increases in responsibility for activities outside of the normal scope of the employee's assigned classification. The expectations of such assignment must be temporary in nature and last a minimum of thirty calendar days.

- (1) Stipends may be granted for:
- (a) A temporary reassignment of duties assigned to or associated with a vacant position.
  - (b) A special project required to meet established university or unit initiatives.
- (2) When additional responsibilities constitute more than fifty percent of the employee's job duties, and are expected to last in excess of three months, a temporary reclassification to a higher job classification must be considered.
- (3) No stipend will be granted for service activities or committee assignments, or in lieu of merit increases or classification status.
- (B) The responsibility for recommending and administering a stipend vests with the vice president for finance and administration in consultation with the unit's vice president and the executive director of human resources.
- (1) A stipend request must include a written rationale indicating the specific responsibilities or activities for which the stipend will be given. The rationale must indicate why the stipend is responsive to the effective operation of the university, and be included with the personnel action form.
- (2) The amount of the stipend will normally be a minimum of four percent of the employee's current salary. Stipend amounts above four percent must conform to established pay ranges and compensation policies as administered by

human resources. The amount of a stipend will normally depend upon the additional time required to accomplish the additional responsibilities or activities for which the stipend will be given. Using a standard forty-hour workweek, and two thousand eighty hours per contract period, an individual's hourly rate of pay will be determined. No stipend will be paid in excess of eight additional hours of pay per week, based on the individual's hourly rate of pay. For example, an individual with an annual salary of sixty-two thousand four hundred dollars would have an hourly rate of pay at thirty dollars, and would therefore not be paid a stipend in excess of two hundred forty dollars per week [thirty dollars x eight equals two hundred forty dollars].

(C) Budget responsibility vests with the unit making the request.

(1) All requests for stipends must identify the funding source, and expressly identify a starting and ending date, and shall not be added to base salary following the ending date.

(2) The effective dates of a stipend must be within a fiscal year.

(D) Renewal of a stipend is subject to reaffirmation of rationale and budget availability.

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