

## **Yavapai College Compensation Guideline**

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### **Payment of Stipends June 2005**

A stipend is a payment in addition to the base pay for an additional assignment which is not part of the employee's ongoing appointment. An "additional assignment" should be checked against the "other duties as assigned" standard in the job description. If the additional assignment falls within "other duties as assigned", no stipend should be paid.

#### **Eligibility:**

1. **Faculty:** Faculty may be paid a stipend for duties performed outside of their normal appointment duties. Examples include: summer projects off contract; adjunct faculty serving on a college work group.
2. **Non-Exempt Staff:** Full and part time non-exempt employees are not eligible for stipends. Non-exempt employees must be paid on an hourly rate for all duties performed. If the work extends beyond the 40 hour work week, the college must pay them at the overtime rate in accordance with FLSA standards. For any work which is for a department other than the primary department, approval of the primary department is required to ensure that there is no conflict between the regular position and the additional duties.
3. **Exempt Staff:** Exempt staff are not eligible for stipends.

#### **Interim or Temporary Assignments:**

1. A stipend is not used for an interim or temporary assignment.
2. Interim or temporary assignments that will be 6 weeks in duration or longer should be given an appropriate increase in salary temporarily, using a Personnel Action Form.
3. A temporary increase of 5-10% is normally deemed appropriate.
4. Examples of interim assignments include a faculty member assuming the duties of an Assistant Dean for a defined period of time, or a staff member assuming the duties of a manager for a defined period of time.
5. Shorter assignments (less than 6 weeks) should not be eligible for salary increases or stipends.

#### **Guidelines:**

1. Stipend requests must be made using the Yavapai College Stipend request form.

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2. Stipends must be approved PRIOR to the work being performed and will not be paid retroactively.
3. Work must be performed before a stipend is paid.
4. Stipends are temporary so they are not part of base salary. The amount of a stipend does not change when base pay increases are granted.
5. Signature requirements:
  - a) Signatures of the appropriate Department Head or Director, Dean, Associate or Assistant Dean and the appropriate Vice President.
  - b) Signature of the Chief Academic Officer for faculty and staff that report to the CAO.
  - c) Signature of Human Resources, who will also validate budget appropriation through the Business Office.
  - d) Approval by the President or their designee.
6. A stipend budget must be approved annually during the budget process, including those stipends which are to be continued from one fiscal year to the next fiscal year.