

## STONEHILL COLLEGE

### **Guidelines for Use of Stipends and Additional Compensation for Employees**

The following guidelines describe the appropriate use of stipends and additional compensation for Stonehill College employees. These forms of compensation may be appropriate for faculty, administrative employees, and staff employees.

A stipend may be paid to an employee who is temporarily assigned responsibilities of a higher level position or other significant duties not part of the employee's regular position.

A stipend is a payment in addition to the base pay for an assignment which is not part of the employee's ongoing appointment, but which is part of the normal workload, i.e. within the assigned percent of full time. A stipend is used to separate the portion of compensation paid to an employee for the effort and responsibility related to a special assignment. When the special assignment ends, the stipend is discontinued.

When compensation is for additional effort, outside the work year or beyond the assigned percent full time, additional compensation (not in the form of a stipend) may be appropriate.

#### **Definition of Stipends**

**One-time Stipends** are used for single assignments/projects, which will last less than one full work year. For an employee with an academic year appointment, this means less than nine months. Short-term stipends are paid over the period of the assignment rather than being spread over twelve monthly installments. Short-term stipends are not included in the salary base which is used for benefits calculations. Consequently, benefits which are based on salary, such as retirement, life insurance, and long-term disability, are not based on the stipend amount.

**On-Going Stipends** are usually for an assignment which will last one full work year or longer. The stipend is spread over twelve monthly installments. On-going Stipends are not included in the salary base which is used for benefit calculations.

#### **Approval of Stipends**

All requests for payment of stipends require a completed Stipend Request Form and corresponding signature approvals. Completed forms will be processed by Payroll once all paperwork is completed.

The Vice President for Finance may approve an increase in the amount of a stipend during the term of appointment or upon appointment to a subsequent term, subject to approval by the appropriate divisional Vice President and the reason for the change. A new Stipend Form must be completed. Stipends are not affected by across-the-board increases.

**EXAMPLES** of situations in which payment of a stipend is appropriate:

**Appointment as Chair/Program Director (Standing-stipend)**

A faculty member who serves a term as Chair/Program Director is paid a stipend in addition to the base salary as a faculty member. The stipend is compensation for the administrative duties. The stipend is normally in addition to a reduced teaching load. The Stipend can be taken in the form of additional compensation of salary or a reduced teaching workload. The form of compensation is approved by the Dean of Faculty and the Vice President for Academic Affairs and Provost.

**Acting or interim appointment**

An employee may be appointed to a position in an acting or interim capacity. The acting appointment may carry a salary appropriate to the position being held. Typically the salary adjustment is up to 10% of the incumbent's salary or up to 10% of the salary of the employee serving in the interim/temporary role. Adjustments greater than 10% require approval by the College President. The compensation is either paid as a one-time stipend or an on-going stipend depending upon the length of time of the appointment. At the end of the appointment, either the stipend is discontinued or the salary reverts to the previous salary, adjusted by generally applied increases which have occurred in the interim.

**Additional duties for a fixed period of time**

Occasionally an employee is assigned additional duties for a fixed period of time. For example, an employee might be given some responsibilities of a vacant position without being appointed to the full position in an acting capacity. A stipend is appropriate in this situation. The amount of the stipend is typically up to 10% of the incumbent's salary or 10% of the salary of the employee taking on additional responsibilities, whichever is greater, amount is pro-rated for the length of time an employee is assigned these duties. When the vacant position is filled, the stipend is discontinued. If the vacant position is not filled but the duties are assigned to the employee receiving the stipend, a salary adjustment should be considered to replace the stipend on an on-going basis.

Upper level administrators, in titles such as Dean and Assistant Vice President, Associate Vice President of Vice President should not ordinarily be given stipends for a circumstance that involves coverage for their direct reports. The base salary for these

positions is compensation for the position, including changes in assignment resulting from short-term needs or reorganization. If a major change in the level of responsibility occurs, a salary adjustment or stipend for a specified term may be considered.

### **Additional Compensation**

An employee who performs work related to the business of the College, which is not related in any way to their regular job description, compensation in the form of a stipend will apply. The amount paid for these functions will be determined by Human Resources, in consultation with the appropriate Division Head. Compensation will not exceed a fair market amount determined by Human Resources. A staff employee who conducts work related to the business of the College, outside of his/her regularly work schedule is compensated for hours worked.

In the instance when an employee is asked to work for another department, approval from the employee's primary department is required to ensure that there is no conflict between the employee's primary responsibilities and the additional workload.

### **Monitoring stipends and additional compensation**

The College will periodically review all payments of stipends and additional compensation to ensure consistent application of these guidelines. Stipends and/or additional compensation 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 and/or additional compensation is continuing over a long period (unless the timeframe was determined up front), the situation should be reviewed to determine whether it is appropriate or whether an adjustment to the base salary should be considered.