STIPENDS & TEMPORARY RECLASSIFICATIONS

Summary: There are two mechanisms used to compensate an employee when he/she is temporarily assigned duties and responsibilities of a higher level position or other significant duties not part of the employee’s regular position. Employees who are unrepresented receive administrative stipends, employees who are represented by a bargaining unit may receive stipends or temporary reclassifications.

Compensation:

- Administrative Stipend
  - The stipend amount may be up to 15 percent.
  - The stipend may not exceed 12 months.

- Temporary Reclassification

Administrative Stipend

- Stipend requests are entered in SuperTools.
- Stipends require approval from AVC and VC.
- A notice period of 30 days is required for employees covered by a bargaining unit.

Temporary Reclassification

- A letter justifying the temporary reclassification should include information such as reason, length and amount of increase during temporary reclassification.
  - Temporary reclassifications require approval from AVC and VC.
  - A notice period of 30 days to the bargaining unit is required for temporary reclassifications.
  - Employees are subject to the policies/collective bargaining agreement terms applicable to their primary classification (position of record) for the duration of the temporary assignment rather than the classification to which they are temporarily assigned.

Other Considerations:

- An employee is put on temporary assignment when he/she is temporarily assigned the duties of a classification in a higher pay range or when an employee is assigned new projects requiring a higher level of complexity, responsibility, and/or independence. The employee must perform the majority of the higher-level duties/responsibilities to warrant temporary assignment.
- The duration of the temporary assignment ranges from between one month to one year. It is management's responsibility to ensure that the temporary assignment does not exceed one year.
- The total amount of salary plus temporary reclassification increase or administrative stipend cannot exceed the maximum of the higher level position.
- Supervisory responsibilities are not normally assigned on a temporary basis to employees covered by a collective bargaining agreement.
- Stipends which exceed 15%, 12 months, or span prior fiscal years require approval from the VC and Campus Human Resources.