**CDU Policy I.E.00542 Stipends for Temporary Assignments**

**ISSUING OFFICER:** Director of Human Resources

**RESPONSIBLE OFFICE:** Department of Human Resources

**EFFECTIVE DATE:** May 9, 2011

**REVISED DATE:**

**SUPERSEDES:**

**POLICY I.E.00541 Stipends for Temporary Assignments**

**REFERENCES AND RELATED POLICIES**

CDU-AMP I.E.00480 (Dual Employment)

CDU-AMP I.E.00540 (Salaries)

**ADMINISTRATIVE STIPENDS**

An administrative 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. The sum of stipend and current salary shall not exceed the maximum salary of the higher level position.

The Organization Head or designee may approve administrative stipends for employees in temporary assignments for an amount not to exceed 15 percent of current salary and for a period of time not to exceed 12 months (CDU – APM I.E.00480 Dual Employment).

Individual requests for exception to administrative stipend amounts that exceed 15 percent of current salary and for a period of time that exceeds 12 months (including extensions), must be submitted for consideration for review and approved by the:

- Chief Operating Officer and the Director of Human Resources for staff,
- Provost and the Director of Human Resources for faculty.

Stipend amounts are fixed monthly or bi-weekly amounts that generally remain constant during the temporary term of the stipend.

**ACADEMIC STIPENDS**

Administrative stipends may be paid to eligible academic appointees. Each Dean shall develop guidelines for the establishment of administrative stipends based on such criteria as:

- budgeted department funds,
- the size and complexity of the unit,
- the number of full-time employees supervised, and
• the relevant administrative experience and academic leadership of the appointee.

FACULTY CONSULTANT
If not engaged on the project concerned, a member of the faculty may, on occasion, receive additional compensation for consultant services on projects conducted under the auspices of CDU. If the project is financed by extramural funds, the grant or contract should be examined to determine whether it prohibits such compensation.

Faculty consultants are paid at a negotiated rate which is approved by the Provost and Dean at the location where the consulting is done. The maximum amount per day which is permitted is the daily rate plus an additional 30 percent which may be paid in consideration of the fact that there are no benefits for such services.

The daily rate for academic-year appointees is determined by dividing the appointee’s regular nine-month salary by 171. For fiscal-year appointees, the daily rate is determined by dividing the annual salary by 236.

ELIGIBILITY
Academic appointees in the following titles are eligible for administrative stipends. The Provost may designate additional eligible titles as appropriate.

Provost
Dean
Associate Dean
Interim or Acting appointees in the titles listed above

PROCEDURE I.E.00542 Stipends for Temporary Assignments

Stipends Request Form is completed by the requesting department to the COO or Provost and HR for approval.

• Stipends are strictly temporary, and thus must have beginning and ending dates. Duration may not exceed 12 months; extensions beyond 12 months or any retroactive application of a stipend must be approved by:
  • Chief Operating Officer and the Director of Human Resources for staff, and
  • Provost and the Director of Human Resources for faculty.

If the stipend action reflects the assignment of temporary duties at a higher classification level, the combination of current salary plus stipend may not exceed the range maximum of the higher level position. Any actions that exceed the applicable pay range require advance review by:

• Chief Operating Officer and the Director of Human Resources for staff, and
• Provost and the Director of Human Resources for faculty.

Stipends may not exceed 15% of current salary and must be within the applicable pay range.

Once Stipend Request Form is approved, a Check Request form must be completed for non-employees and approved by:
• Department head or designee, and
• Finance Department

Once Stipend Request Form is approved, a Personnel Action Form (PAF) must be completed for employees and approved by:

• Department head or designee, and
• Office of Sponsored Projects (if necessary)
• Finance Department
• Human Resources

If the combination of current salary plus stipend(s), including any other form of cash compensation, exceeds $200,000, review by the Chief Operating Officer, the Provost, HR Director, and approval by the President is required. Other forms of cash compensation would include relocation allowances, cash incentive or bonus awards, etc. For questions regarding applicability, please contact the Department of Human Resources.

Stipend Payments:

1. Payments from the Payroll Department include those stipends paid to anyone who is an employee of Charles R. Drew University of Medicine and Science and paid through the Great Plains (GP) payroll system. These payments will insure that proper IRS guidelines are being followed and proper taxes are being deducted.

2. Payments from the Accounts Payable Department (AP) include those who are not a regular employees of Charles R. Drew University of Medicine and Science.

Applicability: All Staff and Faculty Members