

Administrative Stipend Requests

Administrative stipends may be granted to recognize temporary performance of higher-level duties or "other *significant* duties" that are not part of the employee's regular position. For employees represented by a collective bargaining unit, refer to the bargaining unit contract.

General considerations

- An administrative stipend may be provided only when an employee is temporarily assigned, for a period of at least 30 working days, responsibilities of a higher-level position or other significant duties not part of the employee's regular position.
- The maximum duration for an administrative stipend is one year. Extensions beyond one year require additional approval by leadership.
- Permanent increases in responsibility are appropriately addressed through the reclassification or promotion processes, *not* via administrative stipend.
- Generally, the amount of the administrative stipend shall not exceed the amount of salary increase that could be received by an employee if the employee was to receive a permanent promotion to the higher grade/classification. Consult with your assigned HR Analyst, who will review the higher-level duties and recommend an equitable stipend amount.
- The effective date for the administrative stipend will be the first day the higher-level duties are assumed. It is the responsibility of supervisors and/or Unit Heads to consult with their HR Analyst *prior* to the assignment of higher-level duties.
- Employees remain in their primary classification (i.e., position of record) for the duration of the administrative stipend and are subject to the policies/ collective bargaining agreement terms applicable to that classification.
- Supervisory responsibilities are not normally assigned on a temporary basis to employees covered by a collective bargaining agreement. You must consult with your HR Analyst before temporarily assigning any supervisory responsibilities to exclusively represented employees.
- Any request to provide a stipend to an employee that causes their total annualized cash compensation to exceed the Regental threshold, must be submitted in advance to the campus Senior Management Program Coordinator.

For details on Administrative Stipends for specific bargaining units, click [here](#).

Requesting an Administrative Stipend

To request an administrative stipend, complete this [form](#).