

Yavapai College Compensation Guideline

Payment of Stipends January 2024

A stipend is a payment plus the base pay for an additional assignment 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 at 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 unless they are in an adjunct faculty position, and it is part of their adjunct faculty assignment.

Guidelines:

1. Stipend requests must be made using the Yavapai College Stipend request form.
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 the base salary. The amount of a stipend does not change when base pay increases are granted.
5. A stipend is not used for an interim or temporary assignment.
6. Signature/Approval requirements:
 - a) Signature of the Supervisor
 - b) Signature of the appropriate Department Head or Director, Dean, Associate or Assistant Dean
 - c) Signature of Division Vice President
 - d) Stipend must be routed to Payroll and Office of Instruction when completed for the stipend to be paid

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7. A stipend budget must be approved annually during the budget process, including those to be continued from one fiscal year to the next.