Policy Name: Stipends/Pay Policy

Responsible Department: Human Resources

Approving Body: Policy Committee

Approved Date: Tuesday, December 15, 2014

Purpose:
N/A

Policy:
Effective July 1, 2001, any individual who relinquishes additional responsibilities and who received additional stipends/pay will revert to original base pay contract. Any individual whose job duties and title change to either a higher paying or lower paying classification will have their salary changed in accordance with the Compensation Plan (83% of minimum salary range for assigned position adjusted accordingly for years of service).

Stipends and salaried temporary hires requested through submission of a Contract Request Form in the amount of $500 or less will not require issuance of an employment agreement. The Contract Request Form will serve as employment record and be placed in the appropriate Employee’s personnel file. These wages will be paid on the next available Semi-monthly Payroll contingent upon receipt of the approved Contract Request Form.

Procedures:
None