SALARY STIPEND GUIDELINES
CSUEU (Bargaining units 2, 5, 7, 9)

An employee shall receive a monthly salary stipend when assigned by an appropriate administrator to temporary project coordination or lead work functions. These supplemental work assignments are to be made in writing and must have a specific beginning and ending date.

I. An employee may receive a monthly stipend when assigned, for a limited period of time, additional work or special projects over and above his/her regularly assigned duties.

II. What are the procedures for requesting a stipend?

   A. The appropriate administrator must complete the stipend request form, identify budget funding and attach a written justification/rationale.
   B. The form and the written justification/rationale are then forwarded to the dean or director of the employee’s unit/department for recommendation.
   C. The form and the written justification/rationale are then forwarded to the vice president for recommendation.
   D. The form and written attachment are then forwarded to Human Resources Management (HRM).
   E. The Compensation/Classification unit of HRM will evaluate the request and make a recommendation to the AVP for HRM.
   F. The AVP for Human Resources Management is the president’s designee and appropriate administrator to approve or not approve the stipend request. HRM will prepare the letter of approval that notifies the employee, the employee’s supervisor, the dean/director and the vice president. The ETF (Employee Transaction Form) is prepared by the employee’s department and routed through the normal ETF routing process.
   G. If a stipend is not approved, HRM will notify the employee, employee’s supervisor, dean/director, and the vice president.

• Review of stipend requests shall be completed within ninety (90) days after the request is received in Human Resources.

• The decision of the AVP for Human Resources Management regarding the award of a stipend shall be final and shall not be subject to grievance and complaint procedures.