



The purpose of the stipend is to provide a **one-time** compensatory payment to the employee, in addition to their base pay, for work performed exceeding expectations in relation to the essential functions listed in the respective job description. Recurring stipends are not allowed and cannot be used to increase employee salary when employee has only performed the essential functions of the job. Stipends are considered taxable income. Stipends should be appropriate and relative to the employee's regular salary and service(s) performed. Information regarding stipends is outlined in Policy 384. Exceptions require approval by the College President.

Stipends must be approved **prior** to any notification to the employee that a stipend will be given. Requesting supervisors or department directors must submit this form to the Director of Human Resources with a thorough explanation for the purpose of the request. The Director of Human Resources, the associated Vice President, and the Vice President of Administrative Services must approve each request. In order to pay out the stipend, the Payroll Department must receive the completed stipend request form.

Employee _____

Date to Pay _____

Date Entered/Paid _____
(Human Resources Only)

Department/Job Title _____

Amount of Stipend _____

Purpose of Stipend

SIGNATURES

Requester Name

Requester Signature

Director of Human Resources

Associated Vice President

Vice President of Administrative Services