

Procedure IV.4001.A.e, Stipends

Associated Policy

Policy IV.4001.A, Compensation

Procedure

Bilingual Stipends

This stipend is available to full-time, non-teaching employees and faculty not teaching ESOL. The procedure also applies to any and all languages deemed necessary by the Department Leader, other than English, including sign language.

Upon recommendation of the respective leader, employees proficient in a language other than English may receive a bilingual stipend in the amount posted on the current *Stipends and Market Premiums Salary Schedule*.

Being bilingual may have been a requirement of employment in a particular position, or for some incumbents, a position requirement that evolved over time. A new employee is eligible for a bilingual stipend when the requirement is included in the job posting. For a bilingual employee employed without a bilingual requirement and not receiving a stipend, it is the responsibility of the immediate leader to review the job duties and frequency of contacts requiring bilingual skills, identifying the benefits expected to be gained by the department in using such skills, and any other relevant factors. Once the leader determines that use of the language is job related and is a significant factor in the performance of the employee's job, a recommendation may be made for the employee to receive the bilingual stipend.

It is the responsibility of the leader to document the employee's speaking ability. A leader should consider the following criteria when evaluating the necessity for an employee to receive this stipend: the tasks of functions performed with the language, the context and content area in which the language can be used, and the accuracy of performance and oral delivery. Written testing may be required if a job-related need is identified.

Bilingual stipends are assigned to an employee for the current position only. The stipend will end with transfer to another position.

Travel Stipends

Travel stipends are available to full-time, twelve month employees whose position requires regular travel for College business, including inter-campus travel, typically in excess of 200 miles per month. Upon recommendation by the respective leader, employees may receive a travel stipend appropriate to the amount of regular travel incurred, in an amount posted on the current *Stipends and Market Premiums Salary Schedule*. It is the responsibility of the employee's leader to provide documentation showing the requirement for travel and amount regularly incurred. Documentation may include travel logs or prior travel reimbursement records. Employees that do not receive a travel stipend are eligible for reimbursement of valid travel expenses through Accounts Payable of the Accounting and Financial Services Department.

Travel Guidelines may be found on the SJC Exchange under College Resources > Forms / Documents > Travel Forms / Professional Development.

Phone Stipends

Phone stipends are available to full-time, twelve month employees whose position requires regular use of a cellular phone for College business. Upon recommendation by the respective leader, employees may receive a phone stipend in the amount posted on the current *Stipends and Market Premiums Salary Schedule*. Positions requiring extensive phone use may be eligible for a higher stipend with approval of the Chancellor or designee.

Administrative Stipends

These stipends are available to full-time, non-teaching positions fulfilling a defined need for the College in addition to their regular functions, when recommended by the respective leader. These positions and the stipend amounts are listed on the current *Stipends and Market Premiums Salary Schedule*.

Full-Time Faculty Stipends

These stipends are available to full-time faculty performing additional defined duty assignments or for faculty serving in an official capacity for the College, when recommended by the respective leader. These positions and the stipend amounts are listed on the current *Stipends and Market Premiums Salary Schedule*. Department Chair stipends must be approved by the Provost and the Deputy Chancellor & President.

Part-Time Faculty Stipends

Part-time faculty are eligible for various single payment stipends related to training for specific courses or methods of instruction, upon recommendation by the respective leader. These payments are made upon successful completion of the training course. The training courses and stipend amounts are listed on the current *Stipends and Market Premiums Salary Schedule*.

Offsite Instruction Stipend

Full-time and part-time faculty in the Continuing & Professional Division are eligible to receive an offsite instruction stipend when conducting training classes outside of College properties, when recommended by the respective leader. The stipend amount is listed on the current *Stipends and Market Premiums Salary Schedule*. This is for contracted industry training classes conducted on a client's physical site, and requires the daily movement of training materials and equipment to and from the College campus.

Acting Interim Stipend

An employee that is temporarily assigned significant additional duties or is temporarily assigned a position at a higher salary grade level may be eligible for an acting interim stipend for the

duration of the assignment, upon recommendation by the respective leader. This stipend is intended for temporary assignments of six (6) weeks or longer. Non-exempt employees will receive a temporary hourly rate increase in lieu of a stipend. Leaders should contact the Compensation team in Human Resources, in advance of the assignment, with details of the assignment and expected duration so that an appropriate stipend amount can be determined.

The appropriate form for the recommendation of a stipend is the Electronic Personnel Action Form (EPAF). Typically, all stipends will be effective the first day of the next pay period following the approval of the appropriate EPAF.

Definitions

Stipend: A stipend is a fixed sum of compensation paid every pay period as supplemental pay for a variety of additional duty assignments or for faculty serving in an official capacity for the College. A stipend may also be a fixed sum paid every pay period to defray specific expenses.

Date of SLT Approval	October 30, 2018
Effective Date	December 4, 2018
Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources