

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

|  |                         |
|--|-------------------------|
| <b>Employee Stipends and Additional Compensation</b> | <b>SOP #: HR.012.01</b> |
| Effective Date                                       | 9/20/2017               |
| Last Revision/Review                                 | 11/30/21                |

### 1. Purpose

Burrell College of Osteopathic Medicine (Burrell) has established an appropriate use of stipends and additional compensation. These forms of compensation may be appropriate for faculty, administrative staff and staff employees.

A stipend may be paid to an employee who is temporarily assigned responsibilities of a higher-level position or other significant duties not part of the employee's regular position.

### 2. Related Policy/Authority

Burrell Policy B7560

### 3. Faculty/Staff Responsibilities

It is the responsibility of the immediate supervisor to request payment of a stipend and must be approved by the Dean, Department Chair, Assistant/Associate Dean, Human Resources and Chief Financial Officer.

### 4. Definitions/Abbreviations

**Stipends** are compensation that applies to an employee who performs work related to the business of the College, which is not related in any way to their regular job description that has been approved through the appropriate channels.

**One-time/Short-Term Stipends** are used for single assignments/projects, which will last less than one full work year. Short-term stipends are paid over the period of the assignment to coincide with the regular payroll schedule. Short-term stipends are not typically included in the salary base which is used for benefits calculations. Consequently, benefits which are based on salary, such as life insurance, and long-term disability, are not based on the stipend amount.

**Long-Term Stipends** are usually for an assignment which will last one full work year or longer. The stipend is paid over the period of the assignment to coincide with the regular payroll schedule. On-going Stipends are not typically included in the salary base which is used for benefit calculations. Consequently, benefits which are based on salary, such as life insurance, and long-term disability, are not based on the stipend amount.

### 5. Procedural Steps

1. Supervisor to request via the *Stipend Request Form* with the appropriate signatures.

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2. Approved forms will be process for payment by the Office of Human Resources.

### **Acting or Interim Appointment**

1. An employee may be appointed to a position in an acting or interim capacity. The acting appointment may carry a salary appropriate to the position being held. Typically, the salary adjustment is up to 15% of the incumbent's salary or up to 15% of the salary of the employee serving in the interim/temporary role. The compensation is either paid as a one-time stipend or an on-going stipend depending upon the length of time of the appointment. At the end of the appointment, either the stipend is discontinued or the salary reverts to the previous salary, adjusted by generally applied increases which have occurred in the interim.

### **Additional Duties for a Fixed Period of Time**

1. Occasionally an employee is assigned additional duties for a fixed period of time. For example, an employee might be given some responsibilities of a vacant position without being appointed to the full position in an acting capacity. A stipend is appropriate in this situation. The amount of the stipend is typically up to 15% of the incumbent's salary or an agreed upon amount not to exceed budgetary limits. The amount is pro-rated for the length of time an employee is assigned these duties. When the vacant position is filled, the stipend is discontinued. If the vacant position is not filled but the duties are assigned to the employee receiving the stipend, a salary adjustment should be considered to replace the stipend on an on-going basis. Upper-level administrators should not ordinarily be given stipends for a circumstance that involves coverage for their direct reports. The base salary for these positions is compensation for the position, including changes in assignment resulting from short-term needs or reorganization. If a major change in the level of responsibility occurs, a salary adjustment or stipend for a specified term may be considered.

### **ADDITIONAL COMPENSATION**

1. An employee who performs work related to the business of the College, which is not related in any way to their regular job description, compensation in the form of a stipend may apply. The amount paid for these functions will be determined by the Office of Human Resources, in consultation with the appropriate Department Head. Compensation will not exceed a fair market amount determined by the Office of Human Resources. A staff employee who conducts work related to the business of the College, outside of his/her regularly work schedule is compensated for hours worked.
2. In the instance when an employee is asked to work for another department, approval from the employee's primary department is required to ensure that there is no conflict between the employee's primary responsibilities and the additional workload.

### **MONITORING STIPENDS AND ADDITIONAL COMPENSATION**

1. The College will periodically review all payments of stipends and additional compensation to ensure consistent application of these guidelines. Stipends and/or additional compensation that continue from one fiscal year into another fiscal year, will be reviewed annually at the beginning of the new fiscal year. If the college finds that a stipend and/or additional compensation is continuing over a long period (unless the timeframe was determined up front), the situation

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should be reviewed to determine whether it is appropriate or whether an adjustment to the base salary should be considered.

### 6. Reports/Charts/Forms/Attachments/Cross References

<https://burrell.edu/wp-content/uploads/2019/01/Stipend-Request-Form.pdf>

### 7. Maintenance

Human Resources; to be reviewed every January.

### 8. Signature

Approved by

11/30/21

VP of Administration

Date

### 9. Distribution List

Internal/External

### 10. Revision History

| Revision Date | Subsection # | Summary of Changes                        | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|---|---|---------------|
| 11.30.2021    | 5            | Updated links and changed BCOM to Burrell |   | 12.2.2021     |
|               |              |   |   |               |