# **Procedure 905: Stipends**

Category: Personnel

Covered Individuals: CEI Employees

Approved: September 23, 2024

Formerly Approved: August 22, 2022

**Procedure 905.1**

The following procedures describe the appropriate use of stipends for College of Eastern Idaho employees. This form of compensation may be appropriate for faculty or staff. A stipend is a payment in addition to the base pay for an assignment which is not part of the employee’s ongoing appointment. A stipend is used to separate the portion of compensation paid to an employee for the effort and responsibility related to a special assignment or other related reason as outlined below. If a special assignment ends, the salary should revert to the salary for the ongoing appointment.

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

Occasionally, an employee is assigned additional duties for a fixed period of time. For example, an employee might be given responsibilities of a vacant position without being appointed to the full position in an interim capacity. A stipend is appropriate in this situation. When the vacant position is filled, the stipend is discontinued. If the vacant position is not filled and the duties are permanently assigned to the employee with the stipend, a salary adjustment or reclassification should be considered to replace the stipend.

* Additional duty assignments may not exceed six months for a staff position and nine months for a faculty position.

**Interim Appointment**

An employee may be appointed to a position in an interim capacity. There will be no change to an employee’s base pay during an interim appointment.

* Interim appointments may not exceed six months for a staff position and nine months for a faculty positon.
* Interim stipends may not exceed 25% of the interim position’s salary. As an example:
  + Employee A will be serving as interim Director. The Director position is paid an annual salary of $100,000. Employee A will be paid a **maximum** stipend of $25,000 for their service in this interim position.
* The identified amount will be paid in equal amounts over the duration of the assignment according to CEI’s regular pay schedule.

**Faculty and Adjunct**

Adjunct faculty will receive compensation through a stipend for teaching loads. Full-time faculty will receive a stipend for any overload during an academic year.

* Adjunct faculty will receive a stipend per credit hour based on years of service, as outlined in Policy 223: Compensation. Adjunct faculty may teach up to 9 credits in the fall semester, 9 credits in the spring semester, and 4 credits in the summer session. Any special circumstance must be reviewed, and approved by the Vice President of Human Resources and Vice President of Student and Academic Affairs.
  + If an adjunct is working in another paid position with the college, this will affect the teaching load listed above.
* Full-time faculty assigned an additional teaching load over their base load as outlined in the faculty handbook (overload), are paid a flat rate of $800 per-credit through a stipend.
* Student Overload: $200 per student, not to exceed 9. For 10+ students enrolled, a new section will be created. A requisition for student overload may be submitted after the drop period for the semester has passed. Any special circumstance must be reviewed, and approved by the Dean and Vice President of Student and Academic Affairs.
* Department Chairs/Leads: Stipends for these positions are given for the academic year. The cost will vary between $2000 and $15,000.
* Faculty Summer Off Contract: The stipend is determined by the department for each project being completed.
* Dual Credit Liaison: A $200 stipend is given per dual credit class. The MIP (Master’s Incentive Program) Liaison will receive $500 for each dual credit class.

**Bilingual Stipend**

Employees that have been certified by Human Resources to receive Bilingual Translator pay shall receive through a stipend, $50.00 each pay period for full time or $25.00 for eligible part-time until discontinued by either the employee or Human Resources.

**Years of Service**

College of Eastern Idaho highly values its employees and their commitment to its vision and purpose. To demonstrate appreciation for our employees, CEI offers years of service recognition and stipends for full-time and part-time employees.

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| **YEARS OF SERVICE** | **FULL-TIME EMPLOYEES** | **PART-TIME EMPLOYEES** |
| 5 | $ 250.00 | $ 125.00 |
| 10 | $ 500.00 | $ 250.00 |
| 15 | $ 750.00 | $ 375.00 |
| 20 | $ 1,000.00 | $ 500.00 |
| 25 | $ 1,250.00 | $ 625.00 |
| 30 | $ 1,500.00 | $ 750.00 |
| 35 | $ 1,750.00 | $ 875.00 |
| 40 | $ 2,000.00 | $ 1,000.00 |

Employees who reach a “Years of Service” milestone by December 31 will be recognized at the Spring In-service. Employee’s “Years of Service” stipends will be added as a one-time payment, to their normally processed payroll. These stipends will be subject to all federal and state taxes as well as any applicable benefit deductions. The pay date in which employees will receive the stipend will be announced/provided to them in their recognition letter from the Human Resources Department.

Employees who retire after their anniversary date of their “Years of Service” milestone but before December 31 of that year, will receive their “Years of Service” stipend on their final pay check from the college. These retired employees will also receive a recognition announcement during the Spring In-service. Employees who terminate employment before December 31 of a year in which they would reach a “Years of Service” milestone will not be entitled to a “Years of Service” stipend or recognition.

*Disclaimer: “Years of Service” stipends are subject to annual budget approval and are subject to change according to the fiscal needs of the College. All grant funded and self-sustaining program positions must receive prior budgetary approval for annual “Years of Service” stipends.*