

STIPENDS: FAQ

WHAT IS A STIPEND?

A stipend is a temporary or one-time additional payment to an employee. It can be allocated on a month-to-month basis for the duration of a temporary assignment of responsibilities or other qualifying criteria outlined in a [Collective Bargaining Agreement](#).

The provisions are applicable only to those employees whose bargaining unit contracts provide for this type of payment.

HOW DO YOU QUALIFY FOR A STIPEND?

Stipends are a negotiated item and the provisions are outlined in bargaining unit contracts. To determine eligibility please reference the appropriate [Collective Bargaining Agreement](#).

WHAT CAN YOU RECEIVE A STIPEND FOR?

Stipends are only available to those employees whose [Collective Bargaining Agreement](#) provide for this type of salary adjustment. Below is a list of stipends available by bargaining unit:

CSUEU (Units 2, 5, 7, & 9)

- Lead work/project coordination
- Additional work or special projects over and above regularly assigned duties
- Required to maintain contact with their campus outside of normal working hours on a regular basis

APC (Unit 4)

- Educational Stipend

SETC Teamsters (Unit 6)

- High Voltage Stipend

HOW ARE STIPENDS CALCULATED?

The calculation of a stipend is governed by collective bargaining, details for specific stipends can be found in the appropriate [Collective Bargaining Agreement](#).

Generally, stipends are calculated using the employee's base monthly salary and paid for the duration of the stipend time frame. The payments are not prorated and are paid in full regardless of the effective date pay period.

HOW DO YOU INITIATE PAYMENT OF A STIPEND?

A stipend request can only be submitted by the HERRA designated manager (MPP) for employees who are eligible per their [Collective Bargaining Agreement](#) by way of the [Electronic Compensation](#) (E-Comp) System. MPPs can find additional information on our [website](#) in the [MPP User Guide](#).

Processes for all compensation related requests can be found in the [E-Comp](#) System by selecting the instructions tab, shown below.



CAN THE DURATION OF A STIPEND BE EXTENDED?

Yes, if a stipend request has been previously approved and the duration of the assignment is extended. An extension can be submitted in the [E-Comp](#) system.

The initiator should select the appropriate radio button in the E-Comp Stipend Form to indicate the request is an extension, shown below.



Note: Processes for all compensation related requests can be found in the [E-Comp](#) System by selecting the instructions tab.

HOW ARE STIPENDS PAID?

The employee will receive a separate check for the stipend and are supplemental taxed.

WILL A STIPEND BE USED IN MY RETIREMENT?

In most instances, stipends paid are not reported to CalPERS and therefore not used in the calculation of retirement benefits, as the payments are not in compliance with the Public Employees' Retirement Law.

WHAT IS THE PROCESSING TIME OF A STIPEND REQUEST?

Classification & Compensation's service levels for processing a Stipend request can vary. Our current service level goal is to complete Stipend reviews within **10 business days** after the complete request is received in Human Resources.

Note: Service levels are standard goals for the C&C Department, timelines outlined in the [Collective Bargaining Agreements](#) apply and supersede. Additionally, requests submitted without appropriate documentation and/or information may result in significant delays to the Classification and Compensation review process.

WHERE CAN I FIND THE COMPENSATION REVIEW PROCESS?

Processes for all compensation related requests can be found in the [E-Comp](#) System by selecting the instructions tab, shown below.

