

## **ADMINISTRATIVE STIPENDS**

### **STEP 1: WHEN ARE ADMINISTRATIVE STIPENDS APPROPRIATE?**

Administrative stipends are intended to address temporary situations in which an employee is assigned higher-level job duties or other significant duties that are not part of the employee's regular job description. Stipends may also be approved for temporary projects/assignments that are of a higher level complexity, responsibility, and independence not normally expected at the current classification level.

Assignment of temporary responsibilities at the same or lower level does not warrant a stipend. Permanent increases in responsibility are appropriately addressed through the reclassification or promotion processes, not via a stipend.

Division or Department Heads have the authority to grant an administrative stipend of up to 15% for one year or less. Administrative stipends may be extended for more than one year.

An employee temporarily assumes additional, higher level duties in these types of situations:

1. Vacant position under recruitment
2. An approved leave of a co-worker or supervisor
3. A clearly defined temporary assignment
4. A special project

Since stipends are intended to address temporary situations, eligible employees retain their original classifications and receive stipends in accordance with guidelines described below:

1. The use of administrative stipends for people to test their abilities prior to requesting a reclassification.
2. At least 50% of the employee's time must be devoted to the higher-level duties. The amount of a stipend should not be greater than would be appropriate for a permanent promotion to the higher position.

### **STEP 2: REQUESTING AN ADMINISTRATIVE STIPEND**

UC employees should take the initiative in identifying and communicating to their supervisor if any of these situations described above apply. A key consideration is whether an employee has actually assumed **additional** duties, as opposed to substituting or delaying regular assignments.

See [PPSM Article 30 – Salary, Section I](#) for the policy and procedures for administrative stipends for temporary assignments.

**MORE INFORMATION** specific to each UC campus can be found on this [list of links](#).