



Standard Administrative Procedure (SAP)

31.01.01.L0.05 Stipends for Interim Appointments

First Approved: November 14, 2024

Next Scheduled Review: November 14, 2029

Procedure Statement and Reason for Procedure

This SAP establishes guidelines for calculating the amount of a stipend that may be paid for an interim appointment. Only exempt employees qualify for stipends. It also outlines the required approval process.

Procedures and Responsibilities

1. GENERAL

- 1.1 When a vacancy in a position at the director level or above will create a void in leadership, it is sometimes necessary to appoint an interim until the position is filled. The President or Vice President over the respective position is responsible for:
 - 1.1.1 Determining whether the person to be appointed to the interim position will be eligible to apply for the position, and
 - 1.1.2 Determining the monthly stipend that will be paid to the person assuming the interim position in consultation with human resources (HR) and budget, payroll, and fiscal analysis (BPFA), and
 - 1.1.3 Securing the approval of the President for the agreed upon amount and appointment prior to making an offer of appointment.
 - 1.1.4 Exceptions for exempt positions below the director level may, under extenuating circumstances, be approved by the President.



Standard Administrative Procedure (SAP)

2. PROCESS FOR DETERMINING AMOUNT OF STIPEND

2.1 When deciding on an appropriate stipend to pay for an interim appointment it is important to consult with HR and BPFA for guidance.

2.1.1 The sum of the annualized amount of the stipend (monthly stipend x 12) and the annual budgeted salary of the employee being considered should generally be equal to the salary the position will be posted at and never more than the salary of the employee vacating the position.

2.1.2 It is important to also take into consideration the level of experience of the employee being considered relative to the employee vacating the position, as it may be appropriate to pay a stipend that would result in a salary lower than the salary of the employee vacating the position.

2.1.3 It is also important to take into consideration the level of experience of the employee being considered relative to employees in similar positions or with similar job responsibilities across campus for parity. Given this, it may be appropriate to pay a stipend that would result in a salary lower than the salary of the employee vacating the position, particularly if the position were held for an extended period of time.

3. APPROVAL PROCESS

3.1 Once a monthly stipend amount has been determined in consultation with HR and BPFA, a memo to the President through HR should be written seeking approval. This memo should include:

3.1.1 The name of the employee being considered, the name of the employee vacating the position, and the position being vacated,

3.1.2 Whether the employee will be eligible to apply for the position,

3.1.3 The effective date of the interim appointment which should generally be the first of the month (when such date would be too late), BPFA should be consulted for the earliest date based on payroll processing),

3.1.4 The amount of the monthly stipend, and

3.1.5 How the duties of the employee's current position will be handled during the interim appointment.

3.2 The memo should be routed to HR, and HR will secure the final approval from the President. A copy of the approved memo will be sent to the respective VP and BPFA.



Standard Administrative Procedure (SAP)

4. NOTIFICATION OF EMPLOYEE

4.1 Upon approval by the President, a separate memo is drafted by the respective VP to the employee being considered. This memo, signed by employee to signify their acceptance of the interim appointment, will include:

- 4.1.1 The interim appointment title,
- 4.1.2 The expected length of the interim appointment,
- 4.1.3 To whom the employee will report during the interim assignment,
- 4.1.4 The amount of the monthly stipend, and
- 4.1.5 The account number to be charged.

4.2 A copy of the signed memo should be forwarded to HR.

5. PAYMENT

5.1 All stipends will be paid monthly and entered into Workday by HR as an allowance.

- 5.1.1 Stipends will not be included in the employee's base pay and are also excluded for merit calculation. However, the employee may still be eligible for a merit increase.
- 5.1.2 Stipends will be paid together with the employee's regular payroll on the established monthly pay schedule.

Related Statutes, Policies, Regulations, or Rules

- [31.01.01.L0.01 Compensation Administration](#)
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Definitions

- Interim Appointment - Occasionally, positions vital to an organization must be filled immediately on a temporary basis when the incumbent transfers or is incapacitated. In such instances, another employee may be temporarily assigned to the vacant position or asked to assume some or all of the responsibilities of the position for an extended period of time. An interim appointment generally involves all of the following:



Standard Administrative Procedure (SAP)

- The new duties to be performed are clearly differentiated from the duties normally performed by the employee.
- The new duties are not to be performed on a permanent basis.
- The new duties are to be performed for more than 30 days, but typically not more than one year.

Contact Office

- Office of Human Resources, 956-326-2361
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