

# Rock Valley College

## Salary Procedure – Stipends

### RVC Administrative Procedure (3:40.020)

#### Purpose

It is the policy of Rock Valley College to compensate employees that have engaged in work activities not related to non-represented full-time, regular part-time, continuous part-time employment status. A pay stipend will be generated to provide compensation for these individuals. For those employees who are in one of the aforementioned status, a stipend will be considered for one going above and beyond the scope of their normal job duties.

Employees in a work group covered under a Collective Bargaining Agreement will follow their respective Contract.

#### Stipend Reasons

The following is a list of activities that may warrant a stipend:

Interim Leadership Duties – 10% of the employee's current base salary for a time period in the interim role of more than 30 days. Increase will revert to the first day of assumption of duties. An end date must be determined on the Stipend/Special Pay/Timecard Processing Form considering when the employee will no longer be performing the interim duties.

Recognition of Intercollegiate athletic coaches whose team competed and win the championship at regional, or national championship.

Head Coach – Stipend for Major Sports:

1. Conference: \$500
2. Regional: \$500
3. National Championship: \$1,000

Budgeted Assistant Coach – Stipend for Major Sports:

1. Conference: \$250
2. Regional: \$250
3. National Championship: \$500

#### Process for Initiating a Stipend

The attached Stipend/Special Pay Processing Form is required to be completed and forwarded to the appropriate approvers per the employee's current position.

**Effective:** October 15, 2018

# Rock Valley College

## RVC Pay Processing Form

To: Human Resources Division From: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date	
End Date	
Employee Name	
Department	
Position Title/Grade/Status	
FLSA Status/Employee Group	
Employee ID Number	
Account Number (must be a salary/payroll number). <b>Ensure funds available, use Account Number's worksheet.</b>	

### Reason for Pay

Include union name and respective contractual section/article, if applicable; description of work to be performed; and, any additional supporting information.

Type: \_\_\_\_\_ If other, explain: \_\_\_\_\_

Detailed information: \_\_\_\_\_

### Payment Calculation

Hourly/CHE/Flat Rate: \_\_\_\_\_

Number of Hours/CHes: \_\_\_\_\_

Total: \$ \_\_\_\_\_

The originator and authorizers have reviewed this document to ensure compliance with SURS annuitant fixed dollar maximum and the SURS 3% and 6% rule.

Originator of Pay Processing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Chair/Dean/Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Vice President/President: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by Human Resources Admin. Asst. \_\_\_\_\_ Date: \_\_\_\_\_

### Payroll Use Only

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Beginning Pay Date: \_\_\_\_\_ Ending Pay Date: \_\_\_\_\_