



ADMINISTRATIVE PROCEDURE MANUAL		
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BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-3.3 Pay Plan		December 18, 2024

Purpose

The purpose of this procedure is to specify the administrative requirements for recommendation and payment of stipend awards.

Procedure-

A. Project Based Stipends

1. Eligible Employees and Approval Authority

- a. Administrators, other than those designated as Senior Management, including administrative and professional employees, adjunct faculty and exempt career employees are eligible for project- based work and to receive stipends for such work when the work is not a part of regularly assigned duties, position and responsibilities. Project-based work for which a stipend will be paid must be conducted **outside** of the approved work schedule unless otherwise approved by the College President, or designee. The prior approval of the supervising administrator and appropriate Associate Provost or Vice President is required. Non-exempt professional and career employees are not eligible for stipends and must be compensated by paid overtime or compensatory time off for hours worked beyond their assigned work schedule.
- b. Full-time faculty eligibility for stipends is governed by the Collective Bargaining Agreement.
- c. The supervising administrator of the project (stipend originator), the supervising administrator of the employee and the appropriate Associate Provost or Vice President, must verify that a part-time employee granted a stipend for a project outside of their regularly assigned duties will, when accounting for all paid College work assignments, be less than a total of twenty-eight (28) hours work per week and no more than 130 hours in a calendar month. Twenty-eight (28) hours may include but is not limited to classroom, office hours, prep time, stipend, workshops and/or meetings.

2. Award Amount Guideline

- a. Course development stipends should be at the approximate value of the overload rate per workload unit.
- b. Exempt career and professional stipends should be at the approximate value of what external sources would charge in an Other Personal Services agreement. If the value cannot be determined by this manner, the value should be estimated by the hours expected to produce the work product at the documented external market labor rate.
- c. Stipends must not exceed \$5,000 per project.



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3. Submission

- a. To initiate a project-based stipend, the supervising administrator of the project must complete the stipend form. All recommendations and approvals, including approval of the supervising administrator of the employee and the appropriate Associate Provost or Vice President must be fully approved through the approval workflow **before** project assignment work can begin.

4. Payment Guidelines

- a. No payment is to be made until the deliverable is completed satisfactorily. The supervising administrator of the project must sign the stipend form signifying satisfactorily completed work before sending to the Payroll Department for payment.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 16, 2005

Revision Date: May 16, 2006, January 27, 2009, February 12, 2013, November 4, 2014, December 14, 2015, November 21, 2016, July 27, 2017, August 16, 2023, December 18, 2024