



POLICY NAME	Employee Stipend Policy	POLICY NO.	BA473
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs - Payroll		
EFFECTIVE DATE	26-FEB-2019	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

To establish Western New Mexico University's policy on payment of additional compensation to eligible employees.

POLICY:

Western New Mexico University allows employees to receive additional compensation (stipend) for performing temporary, occasional, or rare services which are outside the scope of their primary job duties. The policy identifies which employees are eligible to receive additional compensation, justification and approvals of the additional compensation and how the compensation should be paid.

ELIGIBLE EMPLOYEES:

Per Western New Mexico University, only exempt employees not eligible for overtime pay are eligible to receive stipends.

Non-exempt employees (who are paid by the hour and eligible for overtime pay) may not receive stipends. If non-exempt employees perform additional duties outside the scope of their primary job functions in addition to their full-time work schedules, they must be compensated by the hour at the overtime rate of pay.

PAYMENT OF STIPENDS:

A stipend is a dollar amount paid out as a salary over a temporary period of time (most often in addition to an employee's regular salary), as opposed to a salary increase. A stipend will end when the employee no longer has the additional responsibilities.

A stipend may be paid only with documented justification and required approvals. Additional workload with no change in primary job functions does not justify additional payment of a stipend.

If the added responsibilities associated with the stipend are performed during the employee's regular work hours, the employee must use annual leave or leave without pay for the time the additional duties are performed.