

Stipend Options by Union

CSUEU: Units 2,5,7,9

Article 20.29, 20.30, 20.31

Stipend Type	Requirements
Temporary Project Coordination	Assigned by Appropriate Administrator for specific length of time. Must be made in writing with specific beginning and ending date. *Minimum of 3% of monthly salary*
Lead Work Functions	Assigned by Appropriate Administrator for specific length of time. Must be made in writing with specific beginning and ending date. *Minimum of 3% of monthly salary*
Special Projects Beyond Regular Duties	Assigned by Campus President or designee for limited period of time for additional duties over and above regularly assigned duties. *Minimum of 3% of monthly salary*
Maintaining Regular Contact with Campus Outside Normal Working Hours	Assigned by Campus President or designee. Requires regular contact via telephone, cell phone, wireless data access, remote monitoring of hardware/software, and/or email regarding campus system status. *Minimum of 3% of monthly salary*

APC: Unit 4

Article 23.6, 23.11

Stipend Type	Requirements
Additional Work Assignment	Monthly salary stipend for additional work assigned by an Appropriate Administrator. Must be made in writing with specific beginning and ending date. *Non-exempt employees must have stipend calculated based on % of their <i>annual</i> base salary*

UAPD: Unit 1

Article 19.11

Stipend Type	Requirements
Temporary Project Coordination or Lead Work	Assigned temporary project coordination or lead work functions (other than Lead Physician as provided in Provision 12.1 of the CBA). Must be

Stipend Type	Requirements
	made by Director/Appropriate Administrator. *Stipends are an increase to base monthly salary rate; paid on monthly basis*

Stipend Memo for Union Employees (CSUEU, APC, UAPD)

To be initiated only by a HEERA Manager and submitted via Smartsheet

EMPLOYEE INFORMATION			
Name:		Bronco ID #:	
Classification Title:		Department ID Number:	
Position Number:		Monthly Percentage Increase Requested:	
Starting Month:		Ending Month:	
BASIS FOR STIPEND (OR EXTENSION)			
Source of Additional Work (vacancy, resignation, special project, etc.):			
Additional Tasks/Responsibilities (lead/project coordination work, etc.):			
REQUIRED APPROVALS			
HEERA Manager Approval			
Name (Please print):		Signature:	
Title:		Date:	
Associate Vice President (AVP)/Dean			
Name (Please print):		Signature:	
Title:		Date:	
Vice President			
Name (Please print):		Signature:	
Title:		Date:	
FOR CLASSIFICATION & COMPENSATION USE ONLY			
Current Salary:		Effect. Date:	
Stipend % Approved:		End Date:	
2 Year Mark:			
cc: Payroll, Personnel File, HEERA Manager		CC Approval:	