

STIPENDS

ADMINISTRATIVE RULE NUMBER: C005

LAST APPROVED: January 3, 2022

RELATED TO POLICY SERIES NUMBER: 303

DEFINITION: C005.1

Stipends are a fixed monetary amount paid to TBCC staff and faculty for extra duties that are part of the official job description and go beyond the basic duties expected of all staff in those positions. Stipends are to be paid and taxed according to current state and federal rules and regulations. Current stipends are outlined below.

DUAL LANGUAGE SKILL STIPEND: C005.2

- A. Dual language skill shall mean the translation to and from English, the interpretation of another language, or the use of sign language. The College will determine language translation skills required to accommodate the student/customer needs.
- B. In order to best meet the needs of students/customers, languages eligible for the stipend will be determined based on the current census data found in AR E009.
- C. Dual language skill stipends are paid to employees who have fluency in a second language as a preferred qualification in their job description. When called upon, employees who receive this stipend will utilize their verbal and/or written language skills to respond to student/customer needs during their scheduled working hours. Compensation will be a monthly stipend of \$100 for Fulltime Employees (prorated for part-time employees).
- D. Certification of dual language proficiency will be done by providing a written and/or oral evaluation of language competency prior to being approved for the stipend.
- E. It is the responsibility of the employee to keep skills current. The college reserves the right to periodically re-evaluate the employee's language proficiency.
- F. Existing staff can go through a reclassification process as defined in Policy 310 if they feel that the dual language skill should be added to their job description. This process includes approval from the person's supervisor and division vice president.

CELL PHONE STIPEND: C005.3

- A. The only staff eligible for this stipend would be designated staff in the Facilities and Information Technology Departments that are the initial points of contact to respond to after-hours campus situations, campus emergencies, and critical operation's needs. Reliable communication is essential to an effective and timely

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response.

- B. A cell phone stipend is paid, in the amount of \$30 a month, to these approved, designated staff of the Facilities and Information Technology Departments.

AD HOC STIPEND: C005.4

An AD Hoc stipend has to be approved by the Leadership Team and College Council with clear criteria, eligibility requirements, and amount to be paid. This should be a temporary situation that will be considered by the Leadership Team and College Council to be made permanent.

Criteria: As stated by president

Eligibility: As stated by president

Amount:

PROCESS FOR NEW STIPENDS: C005.5

- A. Future circumstances may require consideration for other stipends. Approval of stipends will be through the college governance process.
- B. Requests for stipend consideration will include:
 - a. Stipend name and purpose
 - b. Criteria for eligibility to receive the stipend
 - c. Amount of the stipend
 - d. Certification process to be approved for the stipend
 - e. Process for college to re-evaluate employees for continuation of the stipend.