Justification Guide for Stipend Requests

This document is intended as a guide for supervisors and managers. Submitters of requests are responsible for adhering to any applicable department-internal approval workflows prior to submitting requests. Ensuring the appropriate approvals is part of the HSHR review process.

A stipend is a method of compensation used to recognize individuals for temporarily performing responsibilities of a vacant, higher-level position or other significant additional duties/special projects, which are not part of the employee's regular position.

An employee may receive additional compensation through a stipend if they are temporarily assuming significantly higher level or substantial additional duties which generally result from a(n):

- vacancy under recruitment,
- approved leave with significantly higher level duties,
- clearly defined temporary assignment, or
- special project.

**Stipend Amount**

In recommending a stipend, managers should consider various criteria including the length of the assignment, breadth of responsibilities, whether the responsibilities are at a significantly higher level than the regular assignment or represent a significant additional body of work, and comparisons with salaries of similarly-situated employees.

In addition, the stipend amount cannot exceed the amount of salary increase that could be received by an employee if he/she were to receive a permanent promotion to the higher classification.

**Stipend Length**

HR typically approves stipends in 3-month intervals, for a maximum of up to 12 months. Each extension request is dependent upon HR approval based on provided justification from the Department.

**Specific Guidelines**

Guidelines associated with specified bargaining unit / personnel policy can be found at: [http://blink.ucsd.edu/HR/labor/bargaining/stipend.html](http://blink.ucsd.edu/HR/labor/bargaining/stipend.html)

**How to submit a request for a Stipend**

Please submit a case through Service-Now.