

**ARTICLE 28**  
**STIPENDS AND OUT-OF-CLASSIFICATION ASSIGNMENT**

**A. NON-EXEMPT EMPLOYEES**

1. An employee who is temporarily assigned by the University to perform, on a full-time basis, all of the duties of a position in a higher classification for fifteen (15) consecutive working days or more and who substantially fulfills the responsibilities of that higher role shall be paid temporary compensation as follows:
  - a. Either the minimum of the higher position's range, or at least four percent (4%), whichever is higher.
  - b. Such pay will become effective on the sixteenth (16th) day of the assignment retroactive to the first day of the assignment.
2. When the University temporarily assigns an employee some but not all of the duties of a position in a higher classification, the University may pay all or a proportional amount of the payments indicated above.
3. An employee who is temporarily assigned to perform the duties of a position in a lower paying classification shall continue to receive the employee's regular rate of pay.
4. Out-of-classification assignments are temporary and must have a set end date.

**B. EXEMPT EMPLOYEES**

1. An administrative stipend shall be provided when an employee is temporarily assigned, for a period of at least thirty (30) consecutive working days, responsibilities of a higher level position or other significant duties not part of the employee's regular position. Stipends shall not be used to address regular workload demands for exempt employees whose positions allows for an occasional work schedule of more or less than the normal forty (40) hours in a week.
2. The stipend amount cannot exceed twenty-five percent (25%) of the employee's base salary. The stipend amount shall be applied in accordance with local guidelines. Employees shall not be assigned duties that would warrant a stipend amount exceeding twenty-five percent (25%) of the employee's base salary as defined by local guidelines.
3. The payment of administrative stipends is intended to be temporary, must have a set end date, and generally should not exceed twelve (12) months. After twelve (12) months, an employee may request a review of the classification of their position pursuant to Article 30 – Transfer, Promotion, and Reclassification.