

TEMPORARY SALARY ADJUSTMENTS

Scope: This policy applies to all regularly benefited administrative and staff positions.

Policy

The College of Southern Maryland recognizes that there are circumstances in which employees temporarily assume higher level responsibilities for which they should be appropriately compensated.

This policy is intended to promote equity and clarity in the determination of temporary compensation.

Temporary Duty Assignments

A temporary salary adjustment may be given to an employee who temporarily assumes some higher-level duties and responsibilities for a period of at least 30 days. The appropriate Vice President or designee is responsible for determining the need for temporarily assigning higher level duties to employees and provide a written justification for the temporary assignment, including the length of time of that assignment to the Associate Vice President for Human Resources, who will review and approve the request.

A temporary salary adjustment shall be awarded as a stipend. A salary adjustment will not be granted for assuming additional duties and responsibilities normally performed by a position at the same or a lesser pay grade.

Temporary assignments should normally be for a period of at least thirty (30) days, but no more than one year. No temporary assignment shall extend beyond one year. If the temporary assignment appears to be a permanent job change, the supervisor shall follow the reclassification process in HR: 4140a.

A recommendation for temporary salary adjustment will normally be made by the employee's immediate supervisor through administrative channels with approval of the appropriate Vice President. A Personnel/Payroll Information (PPI) completed in full, signed by the supervisor and Vice President, documenting the temporary assignment and the stipend amount must be submitted to Human Resources. The Associate Vice President of Human Resources will review and confirm that a stipend is warranted and the amount is appropriate in accordance with the guidelines.

If the employee is classified as non-exempt under the provisions of the FLSA, the employee shall be compensated at an overtime rate, based on the current hourly rate including the temporary increase, for all hours over forty (40) per week.

Stipend Calculation Guidelines:

Stipends are appropriate when new responsibilities occupy a minimum of 30 percent of the employee's normal work assignment. (Based on a 40-hour work week, this requires 12 hours per week). Full time employees will receive an interim adjustment of five (5) percent of the midpoint of the grade of the additional responsibilities.

All requests for stipends for interim appointments must be approved by the appropriate Vice President and submitted by the supervisor via a Personnel/Payroll Information (PPI) form. PPI forms must be completed in full and signed off by the supervisor and the division vice president before being forwarded to Human Resources for processing. (See Table B)

Interim or Acting Assignments

The college may supplement an employee's pay when the employee temporarily assumes the role, and all associated duties, of a vacated position with higher level duties and responsibilities at a higher salary grade.

For an employee to receive a pay supplement, the following criteria must be met:

- The assignment duration is a minimum of 30 days and not longer than one year
- The department head requesting the assignment to a higher-level role confirms that the assignment results from circumstances such as filling a position where the incumbent is on leave, the position has become vacant, or there will be a prolonged absence of the incumbent in the position for other reasons.
- The employee will be appointed as Acting or Interim and will assume the full authority and responsibility of the assumed position for the period of the assignment.
- The division Vice President must approve of the interim appointment

Compensation for Interim Appointments

- An employee appointed to an interim position shall receive the minimum of the range of the position assumed or a 5% increase to his or her current pay, whichever is greater. When the interim appointment concludes, the employee will return to the previous compensation.
- Recommendations for temporary salary adjustments for interim appointments must be approved by the division Vice President and the Associate Vice President for Human Resources.

For more information contact: Associate VP of Human Resources

Effective Date: December 2021

STIPEND TABLE			
Grade	Midpoint	5% of Midpoint	Stipend Per Pay Period
4	\$39,453	\$1,973	\$76
5	\$41,717	\$2,086	\$80
6	\$44,071	\$2,204	\$85
7	\$46,506	\$2,325	\$89
8	\$49,042	\$2,452	\$94
9	\$51,503	\$2,575	\$99
10	\$53,740	\$2,687	\$103
11	\$56,965	\$2,848	\$110
12	\$60,382	\$3,019	\$116
13	\$64,005	\$3,200	\$123
14	\$67,846	\$3,392	\$130
15	\$71,916	\$3,596	\$138
16	\$76,231	\$3,812	\$147
17	\$80,805	\$4,040	\$155
18	\$85,654	\$4,283	\$165
19	\$90,793	\$4,540	\$175
20	\$96,240	\$4,812	\$185
21	\$102,015	\$5,101	\$196
22	\$108,136	\$5,407	\$208
23	\$114,624	\$5,731	\$220
24	\$121,501	\$6,075	\$234
25	\$128,791	\$6,440	\$248
26	\$136,519	\$6,826	\$263
27	\$163,000	\$8,150	\$313