

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Extra Compensation for Additional Duties and Interim Appointments****EFFECTIVE DATE: February 4, 2002****A. Faculty**

1. Faculty members may be asked to assume temporary administrative responsibilities which entail moving from an academic year to a fiscal year contract with the assignment of additional duties. This temporary appointment may be on a long-term or short-term basis but is still considered a temporary appointment subject to this policy, as opposed to the situation when a faculty member is hired into a permanent administrative position such as a deanship which requires a twelve-month contract.
2. Temporary administrative responsibilities may necessitate the awarding of an administrative stipend in addition to the previously established salary. The stipend amount or any other understanding concerning compensation must be set out in a newly-executed contract. The contract (1) should include a statement that the stipend is awarded as compensation for the additional administrative responsibilities and will be removed at the time the administrative responsibilities end or (2) should otherwise address how compensation should be affected at the end of an administrative appointment.
3. The awarding of an administrative stipend is an issue separate from that of conversion from an academic year to a fiscal year basis. When the conversion is to take place, the institution should convert the salary from the academic year contract by adding 25% and then adding any stipend amount determined necessary.
4. The following illustrates the procedure defined above. A faculty member making \$20,000 on an academic **contract is converted to a fiscal year contract at a salary of \$25,000**. In addition, a \$2,500 administrative stipend is added because of additional duties. The total amount of salary is then \$27,500. **At the time the faculty member serving as administrator returns to a faculty position on an academic year basis, the administrative stipend will end.** Then the base faculty salary is reduced to an academic year contract at a rate no less than 80% of the fiscal year contract. The institution may choose to exceed the 80% number on the basis of comparable faculty salaries, including rank, merit, length of service, experience, degrees and yearly percentage increase in salary.

**Source of Policy: Business, Finance & I S****Related Policy: 5:01:00:00/22****Approved: \_\_\_\_\_****President****Responsible Vice President for Business  
Administrator: Finance & Info Systems****TBR Policy Reference: 5:01:00:00****TBR Guideline Reference: P-010****Date: February 4, 2002**

5. To ensure consistency, the standard **stipend for extra duties** shall not exceed twenty percent of the converted 12-month salary. The **stipend for interim appointments** shall not exceed the greater of the difference between the employee's current salary and the minimum salary for the position to be occupied **or** up to twenty percent of the current salary.

**B. Administrative Employees (Classified and Professional Staff)**

1. Administrative, Professional, Clerical and Support employees who assume additional duties, that in the opinion of the Vice President warrant a stipend, shall receive a stipend not to exceed twenty percent of their annualized salary. The stipend for interim appointments shall be the greater of the difference between the current salary of the employee who is assuming the position and the minimum salary for the position to be occupied or up to twenty percent of the current salary.
2. This stipend will be temporary and will be removed after the additional duties are completed as noted in the contract.