

Project Coordination and Lead Stipends (CSUEU, Units 2, 5,7 & 9)
Helpful Information and Ideas for Managers

California State University Employees' Union (CSUEU) staff members who are assigned *temporary project coordination or lead* responsibilities are eligible for salary stipend consideration.

Per the provision 20.27 of the CSUEU agreement:

- These supplemental work assignments are to be made in writing,
- must have a specific beginning and ending date,
- shall not exceed ten (10) percent of the base monthly salary rate,
- and must be paid on a monthly basis.

These salary increases are funded from divisional/departmental budgets. The following information is intended to be helpful for understanding the process for processing a stipend for a CSUEU staff member:

1. Briefly Describe/Summarize the Work and/or Project:

- Share this information with Maria Plimpton, Compensation and Classification Manager (mplimpton@fullerton.edu, x 2951), and consult with appropriate divisional management.
- The Compensation Manager will assist in determining if another classification or compensation action, such as temporary reassignment, reclassification, or in-range progression, is more appropriate, before notifying the employee or assigning the work. Appropriate divisional management should also be consulted regarding the proposed salary and effective dates.
- If a salary stipend is appropriate, a new position description will not be needed. However, a memorandum will need to be issued to the employee briefly describing the project coordination/lead work. The Compensation Manager will assist with this process.

2. VP Authorization:

- Provide a memorandum to HR (Maria Plimpton) and with signatory authorization from the Vice President/Division Head. This authorization should state the months during which the stipend will be paid and the percentage increase that will be granted.

3. Employee Written Notification:

- Upon receiving the VP's written authorization, HR will issue a memorandum to the employee and ensure that copies are sent to appropriate management and that the letter is processed through Payroll. A copy of the memorandum will also be placed in the personnel file.