



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Human Resources, Diversity and Inclusion

Human Resources

P.O. Box 6806, Fullerton, CA 92834-6806 / Tel. 657-278-2425 / Fax 657-278-7188

INSTRUCTIONS: STIPEND

What is a Salary Stipend: A salary stipend is an amount between 3% and 10% added to the base pay and paid on a month to month basis for special project coordination and/or lead work assignments over and above the regularly assigned duties or when required to maintain contact with the campus outside normal work hours on a regular basis.

How is a Salary Stipend Initiated: To initiate a salary stipend, the Dean/Director shall submit a completed and approved Salary Stipend form to Human Resource Services outlining the special project, lead responsibilities, or requirement for campus contact including the duration of the assignment. Under the justification section of the form, you must describe the rationale and provide specific examples for initiating the salary stipend.

It is important that no commitments be made to the staff member regarding a salary increase until after the division has authorized the stipend and Human Resource Services has evaluated the request.

Employee Notification and Effective Date: After the request has been approved by the appropriate parties and submitted to Human Resource Services, the employee will be notified in writing of the outcome. If a salary stipend is granted, the effective date is the beginning of the pay period following the date the form is received in Human Resource Services. Please note stipends will not be retroactive.