

From: [Nancy Pluzdrak](#)
To: [Nancy Pluzdrak](#)
Subject: Important Update: Reissuing UCOP Procedures for Administrative Stipends
Date: Monday, October 23, 2017 5:34:47 PM

Dear Leaders,

We are reissuing UCOP procedures for [Policy PPSM-30](#), Section III.B.9.: Administrative Stipends, as a reminder regarding amounts, duration and the approval process for stipends. The UCOP approval process for administrative stipends was updated on July 15, 2016.

An administrative stipend may be provided only when an employee is temporarily assigned additional duties, for a period of at least 30 working days, involving responsibilities of a higher-level position or other significant duties not part of the employee's regular position.

The following outlines the UCOP procedures for administrative stipends:

Stipend Amounts: UCOP HR recommends stipend amounts not exceed 20 percent of the employee's base salary. Requests for stipends exceeding 20 percent require a compensation review.

Approval Authority: All administrative stipends up to 20 percent and up to a maximum of 12 months must be approved by UCOP Executive Director, Human Resources. Any administrative stipend greater than 20 percent must be approved Executive Director, UCOP Operations. A review must be completed by UCOP Compensation. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations for approval.

Stipend Extension: All extensions for up to 12 months must be approved by the division leader and UCOP Executive Director, Human Resources. Requests for an exception to policy to extend a stipend more than once, or extend a stipend beyond 24 months, must be approved by the division leader and UCOP Executive Director, Operations. A review must be completed by UCOP Human Resources for extensions beyond 24 months. This review will go to the UCOP Executive Director, Human Resources and then the Executive Director, UCOP Operations before going before the Executive Vice President and Chief Operating Officer for approval.

If you have questions about these procedures, please contact Nancy Pluzdrak, Executive Director, UCOP Human Resources.

I will be sending this to managers and supervisors tomorrow morning.

Thank you for your continued leadership and collaboration.

Nancy

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