

## CCS Administrative Procedure

### 2.20.01 – B Executive Compensation Management

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#### Implementing Board Policy [2.20.01](#)

Contact: Human Resources

#### 1.0 Exempt Compensation Management Procedure Objective (summary of Board of Trustees Policy 2.20.01)

The Community Colleges of Spokane policies of personnel administration are based on broad principles dealt with under the Community College Act of 1967, as amended, and other applicable state law. A continuing effort is made to follow uniform application of these principles, including development and maintenance of salary structures that are compliant, externally competitive and internally fair. It is the responsibility of the Board of Trustees to approve an administrative salary schedule developed and recommended by the Chancellor/CEO.

#### 2.0 Vice President for Student Services Stipend

2.1 Eligible stipend work for Vice Presidents for Student Services is defined as any substantial assignment not otherwise covered by the employee's current position description or among the position's reasonably expected professional responsibilities. Eligible stipend work must be approved in advance, unless otherwise noted, by the institution/unit's Appointing Authority.

2.1.1 "Substantial" means an assignment which is not reasonably covered by the duty statement "performs other duties as assigned" and is of considerable importance and/or value to the work unit.

2.2 Assignments must be defined in writing, signed and submitted by the Appointing Authority to the Chief Administration Officer for implementation. The written definition must include a description of the work and recommended stipend amount, other relevant information that describes the work assigned, and when the work will no longer be assigned.

2.3 Stipends are paid incrementally throughout the period assigned with the generally expected schedule being an equal amount per the number of pay periods assigned. In no case may the stipend be paid outside of the employee's current employment contractual year.

2.4 This stipend shall not exceed 5% of the maximum salary schedule amount authorized by the Board of Trustees for the Vice President for Student Services position(s).

2.5 The Appointing Authority may remove the stipend at any time without right to review or appeal.