Administrative Stipend

What is the duration and amount of the Stipend?

- **Non Represented**
  - Stipend requested by manager
  - The manager reaches out to their HR Partner to start the process.
  - If supported without objection, the increase can be implemented retroactively to start of process
  - HR will contact Compensation at salary-increase-request@berkeley.edu. Comp will perform a review to determine if the increase is supportable and share it’s findings.
  - What is the duration and amount of the Stipend?
    - 6 weeks to 1 year **AND** Up to 25%: HR will follow departmental procedures.
    - 1 year to 2 years **AND** Up to 25%: HR will contact Compensation at salary-increase-request@berkeley.edu. Comp will perform a review to determine if the stipend is supportable and share it’s findings.
    - More than 2 years OR Above 25%: The home department will contact the AVC - HR for approval.

- **Represented**
  - Stipend / Temporary Salary Increase requested by manager
  - The manager reaches out to their HR Partner to start the process.
  - HR will contact Compensation at salary-increase-request@berkeley.edu. Comp will perform a review to determine if the increase is supportable and share it’s findings.
  - If supported, Comp will contact Labor Relations (ELR) to facilitate bargaining unit engagement.
  - ELR will notice the bargaining unit, who have 30 days to respond with any objections.
  - If supported without objection, the increase can be implemented retroactively to start of process.