

## **Dean of Students' Educational Stipend Program and Policy**

As of January 1, 2009

The Educational Stipend Program (ESP) is intended to provide financial support for students who assume paraprofessional positions of responsibility. Often these positions are within student incidental fee-funded programs, co-curricular programs, academic programs, and a number of student organizations that have established a history with the University and provide an inherent contribution to the student life experience at PSU.

The ESP was developed to enhance access to student leadership positions, to provide an additional mechanism for recognizing the valuable contributions student leaders make to co-curricular life, to provide a more stable infrastructure for a core group of student co-curricular programs and organizations, and to adequately compensate students who are working to provide a student-initiated and –funded University service. The ESP is not intended to fully compensate student leaders for all of their contributions. The nature of these opportunities is such that they provide paraprofessional experiences that have significant educational benefits. Student Stipends are not wages. Students receiving stipends are not employees of Portland State University for any purpose, including the Fair Labor Standards Act, minimum wage law or any other law or policy. The relationship between the University and students receiving a stipend is that of school and student and not of employer and employee. The purpose of stipends is to support students' educational experiences.

### **1.1 Application of Program and Policy**

The policy applies to all departments utilizing educational stipends to support students as well as the students receiving stipends. This policy follows University policies regarding student compensation.

### **1.2 Student Positions**

The Dean of Students determines if a position may receive support via the Educational Stipend Program. Positions that warrant a stipend meet some or all of the following criteria:

- Management of a service.
- Leadership of a student organization.
- Supervision or guidance of employees, volunteers, members.
- Responsibilities may be executed at various times and locations.
- Responsibilities involve longer term projects.
- Positions may be earned through an election or affirmative search process.
- Position serves as a liaison between the University and the organization.
- Position is best served by an individual who can provide continuity and stability.
- Position is considered paraprofessional and attends trainings and meetings with professional staff.
- Position is responsible for support of a major program or service of the staff-led organization.
- Position has access to professional development opportunities.
- Position may assume some risk or responsibility.

- Reports directly to professional staff.

## **2.1 Expectations and Responsibilities**

The following expectations and responsibilities provide general guidelines for both students and supervisors/advisors. Departments or student organizations may have higher requirements and expectations (for example: GPA or training). Limited waivers of the requirements may be granted at the discretion of the Dean of Students for good cause through the appeal process provided below (section 2.4).

### **2.1.1 Advisor or Supervisor of Stipend Positions**

- Student Stipend Pay Form needs to be turned in to and approved by the Office of the Dean of Students by the deadline designated by that office.
- Current job description must be on file with the Office of the Dean of Students that includes: expectation of time, duties, qualifications, and to which professional staff the position reports. Job description must be approved by the supervisor or advisor.
- Responsible for meeting with the student receiving the stipend to determine that they are meeting the minimum expectations.
- May terminate receipt of stipend for not meeting minimum expectations. Only a professional staff person may terminate a student position.
- The staff person supporting any student position is expected to provide feedback on performance and assist the student in reflecting on what has been learned in the position. Individual departments and/or advisors/supervisors are responsible for checking the eligibility of students.

### **2.1.2 Student Recipient of Stipend**

- Must sign a statement that the student understands the job responsibilities, average hours of commitment, and minimum expectations before receiving stipend.
- Must be a student in good academic standing (2.0 undergraduate or 3.0 graduate cumulative GPA)
- Need to complete six undergraduate or, five graduate credits, or to be completing thesis work each term that the student is receiving a stipend. Stipends will be stopped pending an appeal process, however, students may be paid retroactively if the appeal is granted.
- May not hold multiple on-campus positions that add up to more than 40 hours per week. Average required hours provided in the matrices below are used for this computation.

## **2.2 Stipend Amounts and Types**

The amount of each type of stipend was generated with consideration for the University hourly wages for student employees, the educational cost to attend PSU for a full-time resident of Oregon, and the responsibility level of positions. The stipend amount is not intended to fully compensate students for all of their contributions to a position. The nature of these opportunities is such that they provide paraprofessional experiences that have significant educational benefits as well. Per availability of funding, the stipend cap increases of 6 percent and the individual stipend increases of 5 percent take effect

in the 2008-2009 fiscal year, with the individual stipend increases being implemented beginning January 1, 2009.

### 2.2.1 Stipend Amounts and Types for Student Organizations in Campus Recreation and Student Activities and Leadership Programs

A group's stipend budget and maximum amount any one student can receive is based on the group's categorization. Refer to the Student Activities and Leadership Program Policy Manual and/or Campus Recreation Policy Manual to determine a group's current categorization and the appeal process for categorization.

Student groups and advisors must use the following stipend levels to create budgets and position descriptions. The funding for student group stipends is allocated by the Student Fee Committee at its discretion; however, the general guidelines of this Policy are honored in requests and allocations.

Type	Amount per Month	Description	AVERAGE Time Commitment
Type 1	\$247	Designated for student positions that primarily provide administrative support for any student organization, service, or co-curricular program or leadership positions for groups that have more modest expectations	6-10 hours/week
Type 2	\$441	Designated for student paraprofessional positions that contribute to the management for a student-funded and student-managed service.	10-12 hours/week
Type 3	\$551	Designated for student paraprofessional positions that have primary responsibility for the leadership and management of a traditional membership-based student organization or student-run co-curricular program.	12-18 hours/week
Type 4	\$788	Designated for student paraprofessional positions that have responsibility for managing and providing leadership for a student-funded and student-run service.	21 hours/week
Type 5	\$987	Designated for student positions that have an exceptional level of responsibility to the PSU student body	21 hours/week

A student organization may distribute their stipend allocation at their discretion as long as no one student receives a stipend that is more than the designated amount for the group categorization (see table below).

Designation	Maximum Stipend Allocation per year	Maximum Stipend for any one position per month
Organization	\$9,667	\$551

Service	\$20,225	\$788
Student Government	\$200,000	\$987

### 2.2.2 Stipend Amounts and Types for Student Publications

A student publication's stipend budget and maximum amount any one student can receive is based on their categorization as determined by the Publications Board. Appeals of that categorization are referred to the Publications Board.

Student Publications and their advisor must use the following stipend levels to create budgets and job descriptions. The funding for student publication stipends is allocated by the Student Fee Committee at their discretion; however, the general guidelines of this Policy are honored in requests and allocations.

<b>Primary Media</b>			
<b>Type</b>	<b>Amount per Month</b>	<b>Description</b>	<b>AVERAGE Time Commitment</b>
Type 1	\$247	Positions that provide basic, content-supporting, paraprofessional contributions to a primary student media.	6-10 hours/week
Type 2	\$441	Positions that provide basic, content-supporting, paraprofessional contributions to a primary student media and that require more time than a Type 1 position.	10-12 hours/week
Type 3	\$551	Positions that are paraprofessional and middle-management level roles supervising the content producers for a primary student media.	12-18 hours/week
Type 4	\$788	Positions that are paraprofessional senior-management roles providing essential oversight of student contributors who contribute to a primary student media.	21 hours/week
Type 5	\$987	Principal student leader of a primary student media.	21 hours/week

<b>Alternative Media</b>			
<b>Type</b>	<b>Amount per Month</b>	<b>Description</b>	<b>AVERAGE Time Commitment</b>
Type 1	\$247	Positions that provide basic, content-supporting, paraprofessional contributions to an alternative student media.	6-10 hours/week
Type 2	\$441	Positions that provide basic, content-supporting, paraprofessional contributions to an alternative student media and that require more time than a Type 1 position.	10-12 hours/week
Type 3	\$551	Positions that are paraprofessional and middle-	12-18

		management level roles supervising the content producers for an alternative student media.	hours/week
Type 4	\$788	Principal student leader of an alternative student media.	21 hours/week

A student publication may distribute their stipend allocation at their discretion as long as no one student receives a stipend that is more than the designated amount for the group categorization (see table below).

Designation	Maximum Stipend Allocation per year	Maximum Stipend for any one position per month
Primary Media	\$206,500	\$987
Alternative Media	\$36,799	\$788

### 2.2.3 Stipend Amounts and Types for University Departments Funded by ASPSU/SFC

In order to maintain student-centered leadership and to create opportunities for students, SFC-funded University departments may utilize stipend positions. These stipend positions must:

- Ensure that positions meet standards for paraprofessional stipend positions
- Have adequate professional staff to ensure a supportive and educational paraprofessional experience.
- Base the stipend level on the matrix provided below.
- Determine the stipend level of each position on the minimum number of hours needed to fulfill the designated responsibilities.

Type	Amount per Month	Description	AVERAGE Time Commitment
Type 1	\$247	Designated for student paraprofessional positions that primarily provide administrative support for a program or service.	6-10 hours/week
Type 2	\$441	Designated for student paraprofessional positions that contribute to the management of a service or program.	10-12 hours/week
Type 3	\$551	Designated for student paraprofessional positions that have primary responsibility for the leadership and management of a service or program.	12-18 hours/week
Type 4	\$788	Designated for student paraprofessional positions that have responsibility for managing and providing leadership for a service or program.	21 hours/week
Type 5	\$987	Designated for student positions that have an exceptional level of responsibility to the PSU student body and the department.	21 hours/week

### 2.2.4 Stipend Amounts and Types for University Departments not Funded by ASPSU/SFC

University departments may utilize stipend positions. These stipend positions must:

- Meet standards for paraprofessional positions
- Have adequate professional staff to ensure a supportive and educational paraprofessional experience.
- Determine the stipend level of each position on the minimum number of hours needed to fulfill the job responsibilities.

While not a requirement, departments are encouraged, when funding is available, to base stipend levels on the matrix above (see Stipend Amounts and Types for University Departments above).

### **2.3 Eligibility for Stipend Increase**

Stipend recipients are eligible for a 5% increase, pending funding availability or SFC acceptance of a reserve request, in the same position after one and two years based on performance as determined by the staff person supporting the position. Students are not eligible for an increase after two years in the same position. All requests for funding to support stipend increases are due to the Office of the Dean of Students by the third Friday of fall quarter for referral to the appropriate funding body.

### **2.4 Appeal Process**

Stipend Appeals are considered for a waiver of requirements only. Persons who wish to appeal the Office of the Dean of Students Educational Stipend Policy may do so by submitting a written appeal within two weeks of being notified that they did not meet minimum requirements. Students will be notified by both email and phone from their respective department. Appeals must be turned in with all supporting documentation, including a plan for academic progress, to the Dean of Students. Students may appeal once every four terms. An appeal will be considered per student, not per position. Appeals that are denied may be appealed further to the General Student Affairs Council for final decision. Please see the Dean of Students' Educational Stipend Appeal procedures for further instructions regarding appeals.

### **2.5 Term Off**

Students may request one term off, in which they will not be taking classes (for example, summer). A student who has taken a term off must remain registered for the subsequent three terms in order to continue receiving the stipend. Requests must be submitted in writing to the student's advisor/supervisor prior to the audit date for that session of classes (contact the Office of the Dean of Students for current dates and deadlines).

### **2.6 Review Process**

The Educational Stipend Policy will be reviewed every three years. An ad hoc committee convened by the Dean of Students will review the policy and seek feedback and recommendations from stakeholders. Recommendations for policy changes will be approved by the General Student Affairs Committee of the Faculty Senate.

Approved by the General Student Affairs Committee on 01/01/2009. Modifications recommended by the ad hoc Educational Stipend Review Committee including Jordan

Birmingham, Campus Recreation; Kyle Cady, ASPSU VP; Saori Clark, Office of the Dean of Students (chair); Brandy Coleman, Office of the Dean of Students; Hannah Fisher, ASPSU President; Aimeera Flint, ASPSU SFC Chair; Bridge Gorrow, Women's Resource Center; Nathan Hellman, Vanguard Editor; Judson Randall, Student Publications; Aimee Shattuck, Student Activities and Leadership Programs; and Kristin Smith, Human Resources.