



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Supplemental Stipends

**Adopted Date: May 21, 2018**

Supplemental Stipends are wages paid to qualifying positions in addition to their regular base salary.

#### **I. Qualifying Positions**

Positions qualifying to receive supplement stipends include those which are needed for distinct certification or licensing, specialized assignments, or as an incentive to fill a position in an area that is of critical need or requires specialized expertise.

Not all County positions qualify for salary supplements. Departments that may qualify to receive supplemental stipends are subject to the criteria below.

##### **A. Statutory Authority**

1. Some departments have statutory authority to compensate employees where discretionary funds are available. Subject to the restrictions within the governing statute, departments may issue supplemental stipends to qualifying positions.

##### **B. 100% Reimbursement**

1. Departments who provide services to outside entities in which the positions receive 100% reimbursement for salaries may qualify to receive supplemental stipends.
2. Supplemental stipends that are reimbursed at 100% are subject to the approval of the Human Resources Department.

#### **II. Process**

Departments wanting to issue supplemental stipends for qualifying positions shall work with the Human Resources Department to submit their requests for consideration, as appropriate<sup>1</sup>.

##### **A. Staffing Adjustment Request (SAR) Forms**

1. Departments shall submit a SAR form, and appropriate justification for each request.
2. HR will analyze the request, and work with the Budget and Fiscal Policy Department to determine budget impacts as a result of the request.
3. Where applicable, HR will place the request on the Commissioners Court agenda for approval.
4. Thereafter, approved supplemental stipends shall take effect on the first day of the following pay period.

#### **III. Rules and Restrictions**

The following information provides the framework for County supplemental stipends:

1. Supplemental stipends are attached to a position, not to an employee.
2. Supplemental stipends do not transfer if the employee is reassigned.
3. An employee who is hired in to a position where a supplemental stipend was previously

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<sup>1</sup> Appropriate statute will govern what requests are subject to approvals.

paid is not automatically entitled to the supplemental stipend. The employee newly occupying the position will only receive the supplemental stipend if it is approved pursuant to the requirements of this policy.

4. Supplemental stipends are not guaranteed wages and may be amended or eliminated at any time.
5. The rates at which supplemental pay is determined is governed by each Department, as agreed to by the Human Resources Department.
6. Supplemental stipends are not included in individual base salaries as referenced in relevant job descriptions and shall be paid on a bi-weekly basis.
7. Authorization to pay approved supplemental stipends requires Department Head approval, Human Resources approval and Commissioners Court approval where applicable<sup>2</sup>.
8. It is the responsibility of the Department to notify the Human Resources Department when the need for supplemental stipends have concluded.
9. An employee who has separated from the County (or is no longer active) is not eligible to accrue additional stipends past their effective separation date. A new employee is not eligible to earn supplemental stipends prior to their effective start date.
10. A temporary employee is not eligible to receive supplemental stipends.
11. All supplemental stipends are subject to the employee and employer's statutory deductions. Earnings may qualify for TCDRS eligibility.
12. If an employee fails to meet all criteria stipulated within this policy, or if the reason for the stipend is no longer needed, stipends may be discontinued.
13. Supplemental stipends are paid at a rate commensurate with the analysis conducted by the Compensation and Classification division of the Human Resources Department.

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<sup>2</sup> Government Code 41.0106