

Policy Regarding Stipends (1999)
(Human Resources Office)



Archdiocese of
San Francisco

POLICY REGARDING STIPENDS

1. When an employee gives a workshop at diocesan-sponsored events that is within the scope of his/her responsibility for the Archdiocese, s(he) will not receive a stipend regardless of the department or office which is sponsoring the event, including one's own department or office. In this case it is understood that the employee makes use of his/her regular weekly work schedule for the preparation and presentation involved.
2. When an employee uses his/her regular weekly work time to prepare and give programs, workshops, or consultations for any group other than Archdiocesan departments/offices, the stipend given for this work is to be given to the appropriate Archdiocesan office.
3. When an employee uses time other than his/her regular weekly work time to prepare and give programs, workshops, or consultations for any group other than Archdiocesan departments/offices, the stipend given belongs to the employee doing the work.
4. Workshops, programs, consultations are to be approved by your supervisor. Any clarifications concerning this policy should be directed to the Vicar for Administration. The Stipend policy may often interact with the Flex Time Off policy. The Archdiocese has a right to a full work week from our employees. Employees have a right to be fairly compensated by others for work done above and beyond the work week.
5. For non-stipended presentations, an employee may claim reimbursement for transportation expenses (e.g. mileage allowance) and reasonable out of pocket meal expenses with the production of a receipt. Such expenses would be reimbursed by the organization requesting the speaker.
6. **For Extended Teaching Assignments at Archdiocesan Institutions and Programs**
(i.e. School of Pastoral Leadership; Permanent Diaconate Program; Saint Patrick's Seminary; Retreat Centers)
 - A. In order to attract and retain high quality teachers and not to inhibit the spread of the gospel and Catholic education, an employee may, with the prior approval of the employee's supervisor and the Vicar for Administration, teach and receive a stipend when invited to teach an extended course or program (e.g. 6 weeks or more)

requiring preparation and/or a course syllabus. In considering an employee's request to undertake an extended teaching assignment, the obligations and needs of the employee's particular office shall be paramount.

- B. Institutions of the Archdiocese (i.e. School of Pastoral Leadership; Permanent Diaconate Program; St. Patrick's Seminary; Retreat Centers) will formulate their own agreements with individuals to teach or provide presentations in those institutions following the requisite approval from the employee's supervisor and the Vicar for Administration.
- C. During the experimental period with the Stipend Policy, any questions or exceptions regarding this provision must be referred to the Vicar for Administration before any commitments are made.

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