

# Housekeeping Stipend Policy

**Effective Date of Policy:** September 1, 2011

## Overview & Purpose

The University of Mary Washington's (UMW) Housekeeping staff provides housekeeping services for multiple buildings located on different campuses within the UMW community. UMW does not provide each Housekeeping staff member with fleet vehicles for work related travel; Housekeeping staff members may use their personal vehicles. UMW has decided it to be more beneficial to provide qualifying fulltime Housekeeping staff members a monthly stipend to cover travel costs related to use of their personal vehicle rather than processing multiple mileage reimbursements. This policy describes the criteria Housekeeping staff must meet in order to receive the monthly stipend. The University strongly encourages carpooling among team members with the primary driver receiving the stipend.

## Policy Detail

To be eligible for a stipend, the Housekeeping staff member must be a full-time UMW employee. They must use their personal vehicle for job related travel to perform housekeeping duties at least 4 days per week. If a Housekeeping staff member is receiving a stipend, they must use their personal vehicle; fleet vehicle use is prohibited; and carpooling is prohibited with other individuals who receive a stipend. Effective November 1, 2014, housekeeping staff members will receive a monthly flat rate stipend of \$25 which will be paid as \$12.50 on the regularly scheduled semi-monthly pay dates for full-time employees.

The Housekeeping staff member will complete the Housekeeping Stipend Request Eligibility form and forward the form to their supervisor for approval. The supervisor will sign and date the form. The original form is then forwarded to Payroll. The stipend is considered to be taxable income.

## Approvals

This policy is issued by the Finance Department and approved by the Associate Vice President for Finance and Controller; August 3, 2011.

## Revision

0. By Laura Tabler-Allison, Assistant Controller – Compliance, August 3, 2011
1. By Allyson Moerman, Associate VP for Finance & Controller, November 8, 2014