

Housekeeping Stipend Procedure

Effective Date of Procedure: 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 the Housekeeping staff with fleet vehicles for work related travel; Housekeeping staff members use their personal vehicles. The University of Mary Washington has decided it to be more beneficial and less time consuming for all involved to provide qualifying Housekeeping staff members a semi-monthly stipend to cover travel costs rather than processing multiple mileage reimbursements. This procedure will describe the criteria Housekeeping staff must meet in order to receive the semi-monthly stipend.

Procedure Detail

To be eligible for a stipend, the Housekeeping staff member must be a UMW employee. They must use their personal vehicle for job related travel. If a Housekeeping staff member is receiving a stipend, they must use their personal vehicle; carpooling is prohibited with other individuals who receive a stipend. Housekeeping staff members will receive a semi-monthly flat rate stipend of \$17.50 on the regularly scheduled pay dates.

The Housekeeping staff member will complete the Housekeeping Stipend Eligibility Requirements form, and forward the form to their supervisor for approval. The supervisor will sign and date the form. The supervisor forwards the original form to Payroll and sends a photocopy of the form to Human Resources. Employees will receive the stipend each pay period. The stipend will remain in effect until the supervisor or Human Resources separation notice notifies Payroll to terminate the stipend. The stipend is considered to be taxable income.

Approvals

This procedure is issued by the Finance Department and approved by the Associate Vice President for Finance and Controller; August 15, 2011

Revision

0. By Laura Tabler-Allison, Assistant Controller – Compliance, August 3, 2011