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**The Roman Catholic Church of the Diocese of Phoenix  
Human Resources Policies and Procedures**

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Policy 2-7.1.16.1 Compensation - Stipends

When exempt employees present programs, workshops, consultations, or presentations that are within the scope of their job responsibilities, they will not receive a stipend. In this case, it is understood that the employees may make use of their regular work time for the preparation required. The presentation may or may not take place during their regular work time. In the event any stipend is given for this work, it must be returned.

When exempt employees use time other than their regular work time to prepare and give programs, workshops, consultations or presentations for any group other than the Diocese of Phoenix, any stipend given belongs to the employees themselves.

Procedures:

Any work contemplated under this policy that could involve the payment of a stipend must be discussed with and approved by the employee's supervisor.

Approved by Bishop Thomas J. Olmsted on October 27, 2006