



Stipends, Honorariums & Participant Compensation Policy

Department: San Francisco Office of Economic
& Workforce Development

Effective Date: November 22, 2024

Directive # 24-04

Supersedes: N/A

PURPOSE

This policy provides guidance regarding the payment of stipends, honorariums and participant compensation for the California Employment Development Department’s Regional Investment Initiative (also referred to as “California Jobs First”) to members of the Bay Area Jobs First Collaborative (Collaborative) or to the public. Stipends and honorariums paid to members of the Bay Area Jobs First Collaborative, and participant compensation paid to members of the community participating in California Jobs First-funded activities, are no longer allowable as a reimbursable expense. Per diem of up to \$100 per day is an allowance provided to pay for expenses incurred as a result of participating on-site in a Bay Area Jobs First Collaborative and/or governance structure meeting.

REFERENCES

- [California Employment Development Department Workforce Services Directive \(WSD\) 23-08 Stipends and Incentive Payments.](#)
- [Code of Federal Regulations Title 45 § 73.735-701. General provisions.](#)
- [Internal Revenue Service Per Diem Rates Frequently Asked Questions \(FAQ\).](#)

POLICY

Stipends and honorariums paid to members of the Bay Area Jobs First Collaborative, and participant compensation paid to members of the community participating in California Jobs First-funded activities, are no longer allowable as a reimbursable expense under the California Employment Development Department’s Regional Investment Initiative (also referred to as “California Jobs First”) stipend policy. Per diem of up to \$100 per day is an allowance provided to pay for expenses incurred as a result of participating physically on-site in a Collaborative and/or governance structure meeting.

Per Diem

The use of per diem up to \$100 per day to support members participating in-person and on-site in Bay Area Jobs First Collaborative and/or governance structure meetings remains an allowable



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use of funds. Expenses may include, but are not limited to, meals, parking, childcare, and transportation.

Per diem cannot be used in lieu of wages and is not reported as a form of income on Internal Revenue Service (IRS) W-2 form. Per diem is authorized for all members of the Bay Area Jobs First Collaborative and/or governance structure and is limited to one person per seat.

Funds that were set aside for stipends, honorariums, and participant compensation can be utilized for applicable per diem. Per diem can be reimbursed based on the budgeted line item submitted.

Per California Employment Development Department, the Fiscal Agent and/or Regional Convener of the Collaborative may designate any amount up to \$100 per day, per individual and may prescribe when a per diem allowance applies. The Bay Area Jobs First Collaborative may access the maximum per diem of \$100.

The Fiscal Agent and/or Regional Convener of the Collaborative is not responsible for maintaining records or collecting attendance rosters. Participants eligible for per diem must keep and submit their attendance records as supporting documentation. These records should include the participant's signature, along with the date, time, location, and purpose of the meeting attended.

A wet or electronic signature from participants is required to acknowledge receipt of the payment.

A distribution log is maintained to track individuals who submit, distribute, and receive payments. This log will be reconciled with the issued payments on a quarterly basis.

Members of the Collaborative and/or governance structure who participate in-person at an on-site meeting are eligible to receive a per diem allowance. Fiscal Agents and Regional Conveners have been provided with an administrative budget and are ineligible to receive a per diem allowance.



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Payment Method

Eligible members will receive their per diem in the form of a gift card, with a maximum balance of \$100.

DEFINITIONS

Stipend - Fixed payments paid to participants for on-site participation in Collaborative and/or governance structure meetings that requires a substantial or regularly scheduled time commitment. Stipends are a form of financial support paid to a participant to help cover the costs associated with living expenses, travel, and/or materials needed to be successful to attend those meetings.

Honorarium - Payment of money or other thing of value whether made gratuitously or as a fee for an appearance but does not include salary or compensation made for services rendered on a continuing basis, such as for teaching, or as proceeds from the sale of a book or similar undertaking

Per Diem - An allowance provided to a member of a Jobs First Regional Collaborative and/or governance structure to pay for expenses incurred as a result of participating on-site in a Collaborative and/or governance structure meeting

INQUIRIES

Inquiries should be addressed to the OEWD Director of Workforce Strategy at (628) 652-8400 or email workforce.development@sfgov.org.

OEWD and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.