



REQUEST FOR STIPEND

Stipend Type:

- Instructional/Non-Instructional Project
GVM
SI Leader/Peer Mentor
Community Education
Professional Expert
Tutor
Assistants Coach
Other:

Pre-approval of the required documents must be submitted to Human Resources Operations prior to performance of duties.

Authorization: Attach project summary and/or description of services being provided.

Is this a current YCCD employee? Yes No
If yes, department name: Position Title:

is authorized and agrees to perform the attached duties/services by
(Employee Name)
stipend at \$ per hour, not to exceed / or flat rate of \$
(Dollars) (Worked hours must be submitted on pay claim)

Account(s) #

Description of duties:

Services will begin on and terminate on or before

Department Contact: Phone Ext.:

Approvals:

Management Supervisor's Signature: Date:

Vice President Signature: Date:

President/Designee Signature: Date:

Vice Chancellor, Human Resources: Date:

Acceptance of Employment:

I have completed the Employee Stipend Application and Criminal History Disclosure. I acknowledge this is a temporary non-classified/non-academic appointment not to exceed 175 workdays or 1400 hours per fiscal year.

I hereby accept employment and the conditions herein.

Employee Signature: Date: Colleague ID #:

Human Resources Use Only: F/P Clearance: Position ID:
Fully executed copy of stipend is to be attached to all pay claims submitted to Payroll.
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RATIONALE

(Project Summary/Descriptions of Services)

Employee Name: _____ Colleague ID# _____

Department/Division: _____ Manager: _____

Dates of Service: _____

Service/Project – Provide summary of service/project being provided (i.e. location, times):

Please choose one of the following options that best describe service/project:

- Working as a teacher, instructors, district interns, and academic employees employed in the instructional program for pupils.
- Providing Educational or vocational counseling, guidance, and placement services.
- Directing, coordinating and assisting administrators who plan course of study to be used in California public schools, or research connected with the evaluation or efficiency of the instruction program.
- Working in selection, collection, preparation, classification, demonstration, or evaluation of instructional materials of any course of study or use in the development of the instructional program in California public schools, or other services related to school curriculum.
- Providing and/or attending in-service training.
- Other outgrowth of, the instructional and guidance program of the school when performed in addition to other activities described above.
- Service being provided does not fit any of the above.

How was rate of pay determined?

- Full Time Faculty Rate
- Adjunct Faculty Rate
- Other – Explain: _____