



800 COLLEGE AVENUE WEED, CA 96094

### STIPEND REQUEST FORM

1. Originator and faculty member(s) may discuss concepts and proposed stipend amount and put in writing below.
2. Submit to immediate supervisor of the originator.
3. Submit to appropriate Vice-President for review and signature.
4. Submit to Human Resources
5. NO WORK IS TO BEGIN PRIOR TO EMPLOYEE RECEIVING NOTIFICATION OF APPROVAL OF STIPEND.

Stipend Description/Title: San Francisco Police Academy Coordination

Employee: Michelle Korkowski

Project Dates: October 2, 2017 - June 30, 2018 Estimated Total Hours: 50

Stipend Amount: \$2,484 Payroll Expenses/Taxes: \_\_\_\_\_

Payout Directions (lump sum at end of project/semester; monthly, etc.): Lump sum at end of project

Stipend Expectations/Duties: See attached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need additional space, please attach a separate page.

Funding Sources:  District  Restricted Budget #: 112000-2520-1310-210500

Duration:  Ongoing  Semester  One Time


Approvals:

\_\_\_\_\_  
Originator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Director (if different than originator)

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice-President

9/11/17  
\_\_\_\_\_  
Date

**WORK IS NOT AUTHORIZED TO BEGIN UNTIL THE STIPEND IS NEGOTIATED AND A SIGNED COPY RETURNED TO THE ORIGINATOR.**

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
Date

## San Francisco Police Academy coordination

Under the Supervision of the Vice President of Instruction, faculty member will:

1. Conduct regular and effective site visits where ADJ instruction is being offered to ensure regulation compliance.
2. Ensure that syllabi for all ADJ instruction are completed and include the necessary information.
3. Complete program review for instructional program at San Francisco Police Academy.
4. Assist San Francisco Police Academy staff with SLO assessment, including training staff
5. Ensure SLO assessments are completed for all courses.