

**Classified Stipend Request**

Although specific tasks may be quite different, incumbents perform similar kinds of responsible instructional support duties. Factors that will determine award of the stipend will include

- relative nature of duties performed,
- difficulty, complexity, variety, and specialized knowledge or skills required,
- independence of action and decision used to perform duties, and
- ongoing nature of an assignment requiring daily application and use of the above mentioned factors.

The stipend will cease at the point that the above mentioned criteria is no longer met.

**1. Employee Information**

**Full Name**

\_\_\_\_\_  
*Last First M.I.*

**Direct Supervisor**

\_\_\_\_\_  
*Site*

**Program**

\_\_\_\_\_  
*(Example: Special Education, ELD, Other)*

**Person Making Request**

\_\_\_\_\_

**Employee Eligibility Certification**

(both conditions must be met)

☐ Employee has met all education and experience criteria for current position

☐ Employee is currently on or has completed one year on column E of the salary schedule (if not and an exception should be considered please provide reasons below.)

**Reasons for consideration if not on Step E:**

**2. Information Supporting the Request**

**Describe the factors that support awarding the stipend:**

**Signature:**

**Date:**

**Employee Comments if not the person submitting the Request:**

**Signature:**

**Date:**

**3. Recommendations**

Site Administrator: ☐ Approve  
☐ Denied

\_\_\_\_\_  
*Signature Date*

Associate Superintendent: ☐ Approved  
☐ Denied

\_\_\_\_\_  
*Signature Date*