SJSU | PEOPLE AND CULTURE

SALARY STIPEND REQUEST FOR APC, UAPD & CSUEU EMPLOYEES

Instructions: Use this form to request compensation for the performance of temporary additional work above the employee's regularly assigned duties as outlined in the APC, UAPD and the CSUEU bargaining agreements. Submit a completed request to People and Culture at classcomp@sjsu.edu.

Do you plan to have the temporary duties become part of the employee's permanent job duties?

☐ Yes **Stop**. Please complete the appropriate classification/compensation review documents and forward the documents to People and Culture for review.

☐ No Please complete this form.

Check one:

☐ New Stipend Request – Complete Sections 1, 2, 3, and 4

☐ Extend Current Stipend – Complete Sections 1, 3, and 4

☐ End Current Stipend Prior to End Date – Complete Sections 1 and 4. End Date: _____

1. INFORMATION ABOUT EMPLOYEE

Name: _____ SJSU ID: _____

Department: _____

Classification: _____ Position #: _____

2. RATIONALE FOR STIPEND

3. INFORMATION FOR NEW OR EXTENSION OF STIPEND

Note that stipends are paid for a full pay period (month) only.

Amount of Stipend* $	Beginning with Pay Period:	Through Pay Period:
*Minimum 3% of base monthly salary for CSUEU	(month/year)	(month/year)

4. ADMINISTRATOR AUTHORIZATION AND PEOPLE AND CULTURE APPROVAL

Appropriate Administrator

Name: _____ Signature: _____ Date: _____

Appropriate Administrator

Name: _____ Signature: _____ Date: _____

Classification & Compensation Earnings ID: _____

Name: _____ Signature: _____ Date: _____