ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

PRE-APPROVAL AND REQUEST FOR PAYMENT FOR SUPPLEMENTARY SERVICE

SECTION 1: PRE – APPROVAL OF SUPPLEMENTAL SERVICE

EMPLOYEE: _____ **agrees to perform the supplemental service as described below.**
(Please Print Name Clearly)

Type of Pay: Amount $ _____ LHE _____ *Payroll will use this LHE to calculate payment for assignment. It is not part of faculty load.* Hours _____

Account # _____

Dates of Assignment: _____ _____
(Begin date) (End date)

_____ _____
Dean/Director Pre-Approval Signature Date Employee's Signature Date

IMPORTANT: Assignments with work ending date from 1st – 20th/month - completed paperwork must be turned into Payroll for processing no later than the 20th/month. Assignments with work ending date from 21st – last working day/month - completed paperwork must be turned into Payroll no later than the last working day of the month.

Supplemental Service (select one from the list below):

☐ **Independent Study:**
CRN #: _____ Course #:_____ Units: _____ # Students: _____

☐ **Coaching Stipend:** Sport: _____

☐ **Presentation Seminar:** Topic: _____

☐ **Evaluation of Adjunct Faculty** _____ Pay (8 hrs. pay/evaluation) _____ Flex
Evaluee Name: _____ Course/CRN: _____

☐ **Challenge Examination:** ____ Existing Exam (2 hrs. pay ____ New Exam (4 hrs. pay)
Course #: _____ Course Title _____ Student's Name _____

☐ **Substitute for**: _____ Course # & CRN: _____
_____ Short-term (3 ½ consecutive weeks) Flat rate = 53.47 per hour Non-Classroom Salary Schedule FH
Before assigning short or long-term sub to Adjunct, verify they are not going over 67% load assignment (10 LHE)

☐ **Other:**_____

SECTION 2: VERIFICATION OF WORK COMPLETED

I have completed the assignment as listed above: _____ _____ _____
Employee's Signature Date AVC ID#

SECTION 3: REQUEST FOR PAYMENT APPROVALS

Adjunct Evaluations - Forward form to VP Academic Affairs Office after dean approval. AA will forward to Payroll after evaluation is reviewed by the VPAA.

All other supplemental work - Please forward form to the Payroll Specialist.

1. Dean/Director Signature Date

2. Payroll Specialist Date

3. Director/VP, Human Resources Date

INSTRUCTIONS FOR COMPLETING THIS FORM ARE INCLUDED ON THE BACK PAGE OF THIS FORM. RETURN COMPLETED FORM TO THE PAYROLL OFFICE. THIS REQUEST WILL BE RETURNED TO THE ORIGINATING DIVISION/DEPARTMENT OFFICE IF INCOMPLETE.

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Note: For more detailed information regarding supplemental services and other professional ancillary activities, refer to the AVC/Federation CBA (Article IX, 6.0), California Education Code § 87482.5 (c)(1), and other applicable AVC policies & procedures.

INSTRUCTIONS:

IMPORTANT: Completed paperwork must be turned into Payroll for processing as follows:

- **Assignments with work ending date from 1st – 20th/month**: No later than the 20th/month.
- **Assignments with work ending date from 21st – last working day/month**: No later than the last working day of the month.

Section 1: Pre-Approval

a) **Complete the Pre-Approval section, filling in all requested information. Both pre-approval signatures must be obtained to be considered valid.**

b) **Select one (1) Supplemental Service from the list. Please be sure to include additional information requested for the following assignments:**

- Independent Study: Code #, course #, Units, and # of students.
- Coaching Stipend: Sport
- Presentation Seminar: Title of the seminar
- Adjunct Evaluation: Name of the Adjunct Instructor being evaluated; Course Title; and select either Pay (8 hrs pay) or Flex
- Challenge Examination: Course #; Course Title; and Student Name(s)

c) **After the Pre-Approval section has been completed and pre-approval signatures obtained, the originating division/department office will maintain the original form on file (e.g., in a log book) and distribute one copy to the Employee for their records.**

Section 2: Verification of Work Completed

a) **Upon completion of the agreed upon work, the Employee must sign the original Request for Payment form maintained in the originating division/department office, verifying that the work has been completed.**

Section 3: Request for Payment Approval Signatures

a) **After the Employee signs the Request for Payment form, the originating division/department office must obtain all required approval signatures and submit the approved Request for Payment form to the Payroll Office by the appropriate deadline date as listed above.**

FREQUENTLY ASKED QUESTIONS:

Where Can I find this form? You can obtain a copy of this form from the originating division/department office, the Payroll Office, and online from the HR & Employment Web page under Forms.

Where do I submit this form? The Pre-Approval of Supplemental Service and Request for Payment of Completed Supplemental Service is initiated by the originating division/department. Upon completion of the supplemental service work, the employee must sign the original form (maintained in the originating division/department office), verifying that the supplemental service work has been completed as agreed upon. The originating division/department office will then obtain the required approval signatures and submit the approved Request for Payment form to the Payroll Office. All incomplete Request for Payment forms will be returned to the originating division/department.

When will I get paid? Valid verified and approved requests for payments, submitted to the Payroll Office in a timely manner as set forth above, will be processed by the Payroll Office and payment will be issued on the 5th of each month (or on another date in accordance with an assigned payroll schedule of the Los Angeles County Office of Education).