



## ACE Stipend Policy

**Adopted:** October 14, 2015

**Last Revised:** February 10, 2016

It is the policy of the Foothill-De Anza Association of Classified Employees (ACE) to provide the payment of a stipend to members of the Executive Board, Recorder, and Negotiators.

The purpose of this policy is to ensure that the guidelines and procedure for the remuneration of its committee and board members' time and effort is clearly documented and understood and to establish clear criteria for the payment of a stipend to committee and board members for their work on behalf of ACE.

### Stipend Amount

A stipend is to be paid as a set amount monthly, per position, as follows:

Title	Monthly Stipend	Duration
President	\$550.00	12 months
Vice President	\$200.00	11 months
Treasurer	\$150.00	12 months
Recorder	\$400.00	11 months
Chair of Negotiations	\$400.00	11 months
Chief Steward	\$250.00	12 months
Board Member	\$125.00	11 months
Negotiator	\$100.00	Up to 10 months



## **Stipend Payment**

All stipend payments will be processed through ACE. Stipend disbursement will be paid in four (4) installments and will be mailed on the first working Monday after January 5, April 5, July 5 and October 5. To request reimbursement, the Stipend Reimbursement Form must be submitted to the ACE Recorder by the 20th of the month prior to the the disbursement date. Late submissions will not be accepted.

The payment of a stipend can not extend past the end date of the calendar year in which the stipend was approved, based on the member's duration on a committee. For example, a stipend paid for a 12-month committee, it cannot go beyond December 30 of the calendar year in which it was granted; however, it may end earlier during the calendar year if the duties are completed or removed from the member.

Stipends have no Federal Withholding Tax deducted from them and are taxed as regular income. Members who are eligible to receive a stipend are required to complete a W-4 form.

## **Stipend Implementation**

1. The individual will need to complete, in entirety, the Stipend Request Form.
2. Completion of the form will require specific detail of the duties the individual completed to justify the payment of the stipend.
3. The individual is then requested to forward the completed requisition form along to ACE Recorder for payment approval.
4. Once approved, the ACE Recorder will forward the documentation to the ACE Treasurer for processing.
5. The ACE Treasurer will process the stipend request according to the directions in the next disbursement period.
6. Requests that do not include the detailed duties completed cannot be processed for payment.