

**COOPERATIVE VOCATIONAL EDUCATION SUPERVISION**

The compensation for academic employees who supervise cooperative vocational education students shall be according to the number of units each student earns, except where a student completes less than three units, in which case the instructor shall be paid as if the student has completed three units. The rate of compensation for supervision of cooperative vocational education students is associated with salary schedule B-6.

District Office Payroll will process payments for cooperative vocation education supervision in the following manner.

- a. College completes two copies of the Cooperative Vocational Education Supervision Authorization (form 7280). The form is filled out for each Cooperative Vocational Education instructor, for each term. The form shall be signed by the instructor's supervisor and certified by the college President or designee.

In addition, the 'Section Roster Information' printout showing the following information for each course taught, for each instructor, is attached to the form by the college:

- (1) course title and number;
  - (2) section number;
  - (3) students enrolled; and
  - (4) number of units of credit.
- b. College submits the original form 7280 with attachment(s) to District Office Payroll and retains the second copy for verification of enrollments and salary computations.
- c. Payments for the semester will be based on first census week enrollments and will be made in four equal installments.