The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
(562) 985-2674

Date: June 5, 1998

To: Human Resource Directors
    Payroll Managers

From: Cathy Robinson, Senior Director
       Human Resources Administration

Subject: Overtime and P.O.S.T. Certification and Special Assignment Stipends

The Peace Officer Standards and Training (P.O.S.T.) Certification and Special Assignment stipend payments exclusive to State University Police Association (Unit 8) employees were previously not included in the calculation of overtime. This provision has changed effective the June 1998 pay period based upon a recent interpretation of a Fair Labor Standards Act (FLSA) statute pertinent to the applicability of overtime to certain wage augmentations.

The State Controller's Office (SCO) modified the appropriate payroll tables to accommodate this change. Effective with the June 1998 pay period, the following new earning ID's are to be used in accordance with SCO Payroll Procedures Manual instructions for calculating overtime:

<table>
<thead>
<tr>
<th>Earnings ID</th>
<th>Stipend Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>8ST0</td>
<td>Intermediate P.O.S.T. Certification Stipend @ $100/mo. (replaces 8ST1)</td>
</tr>
<tr>
<td>8ST8</td>
<td>Both Intermediate and Advanced P.O.S.T. Certification Stipends @ $250/mo.  (replaces 8ST3)</td>
</tr>
<tr>
<td>8ST9</td>
<td>Special Assignments @ $100/mo. (replaces 8ST4)</td>
</tr>
</tbody>
</table>

Blanket serial number 979, sub-code 3484 remains available for the stipend payments.

(over)

Distribution: Presidents
Interim Senior Director, Human Resources
Vice Presidents, Administration
Police Chiefs
Accounting Managers
Business Managers
Budget Officers
Employee Relations Designees
Technical Letter  
HR/SA 98-08  
page 2

As a reminder, employees eligible for the Advanced P.O.S.T. Certification Stipend first attain eligibility for the Intermediate P.O.S.T. Certification Stipend. In no instance should an employee receive the advanced level certification stipend without also receiving the intermediate level certification stipend.

Employees previously paid the "Advanced P.O.S.T. Certification Stipend" (formerly earnings ID 8ST2 @ $150/month) as the sole stipend payment will require correction. This stipend type has been eliminated effective with the June 1998 pay period. Campuses are encouraged to review their records to ensure that appropriate stipend payments have been made for eligible employees based upon their certification level(s).

If you have any questions, please contact Theresa Hines in Human Resource Services by calling (562) 985-2674. Thank you.

CR/dth