

SUPERCEDED BY HR/Salary 2005-17


The California State University
Office of the Chancellor
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HR/SA 2001-14

To: Human Resource Directors
Payroll Managers

Supercedes:
HR/SA 98-08
HR/SA 95-03
HR/SA 95-03 Supp #1

From: Cathy Robinson  Senior Director
Human Resources Administration

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

We are writing to provide a review of eligibility for the Peace Officer Standards and Training (P.O.S.T.) Intermediate and Advanced Certifications and Special Assignment stipends and to update processing requirements for these payments exclusive to State University Police Association (SUPA/Unit 8) employees:

Eligibility:

- Pursuant to Article 21.20 of the CSU-SUPA Memorandum of Understanding (MOU), an employee shall receive a monthly stipend of one hundred dollars (\$100) upon achievement of an Intermediate P.O.S.T. Certification. An additional monthly stipend of one hundred fifty dollars (\$150) shall be received upon achievement of an Advanced P.O.S.T. Certification. Newly hired employees eligible for the Advanced P.O.S.T. Certification are also eligible for the Intermediate P.O.S.T. Certification. In no instance should an employee receive the advanced stipend without also receiving the intermediate stipend.
- Articles 21.22–21.26 of the MOU and a side letter provide for special assignments for which an employee may be paid a monthly stipend of one hundred dollars (\$100). The special assignment is in addition to any P.O.S.T. Certification. Special assignments are based on campus need as determined by the Chief of Police.

(over)

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Payment Instructions:

- Stipends are taxable/reportable income, subject to CalPERS retirement contributions and must be included in the regular pay rate for purposes of calculating overtime. Stipends are not subject to Social Security, but are subject to Medicare taxation if the employee was initially hired on or after April 1, 1986.
- Employees on Industrial Disability Leave (IDL) and Enhanced IDL (EIDL) are eligible to continue receiving the P.O.S.T. stipend(s) during the disability period. Likewise, employees on NDI supplemented with catastrophic leave to full pay are to continue receiving the stipend. The Special Assignment Stipend must be discontinued for pay periods following the disability, e.g., in the next consecutive pay period the employee is no longer performing the additional assignment.
- No stipend should be paid for non-qualifying pay periods, nor should the stipends be pro-rated.
- Effective immediately, when an employee separates with sufficient lump sum vacation credits, the P.O.S.T. Certification stipends must be paid for prospective qualifying pay periods which correspond with the lump sum vacation credits. These lump sum vacation credits, including projected vacation credits, should be apportioned over the 21 or 22-day state pay period to determine the appropriate number of qualifying pay periods for which the P.O.S.T. stipend payments should be projected and paid. These additional payments should be submitted to the SCO via Std. Form 674. Please note that this is **not** applicable to the Special Assignment stipend. This stipend ends in the qualifying pay period that the separation is effective.
- Except as noted above, stipends must be paid via the Payroll Input Process (PIP) System. Blanket serial number 979, sub-code 3484 remains available for the stipend payments (note: this is not applicable to baseline campuses). The following codes continue to be available for processing:

Earnings ID

8ST0

8ST8

8ST9

Stipend Type:

Intermediate P.O.S.T. Certification Stipend @ \$100/mo.

Both Intermediate and Advanced P.O.S.T. Certification Stipends @ \$250/mo.

Special Assignments @ \$100/mo.

If you have any questions about processing payments, please call the CSU Payroll Telephone Liaison Unit at the State Controller's Office at (916) 322-7980. Questions regarding other aspects of this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth