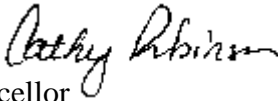


THE CALIFORNIA STATE UNIVERSITY
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Date: August 26, 2005 **Code: TECHNICAL LETTER**
HR/Salary 2005-17

To: Human Resource Directors
Payroll Managers **Supersedes: HR/SA 2001-14**

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

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

We are writing to provide a review of the Peace Officer Standards and Training (P.O.S.T.) Intermediate and Advanced Certifications and Special Assignment stipends and to update processing requirements for P.O.S.T. payments when an employee separates with lump sum vacation credits. P.O.S.T. Certification and Special Assignment payments are exclusive to State University Police Association (SUPA/Unit 8) employees.

Eligibility

- Pursuant to Article 21 of the CSU-SUPA collective bargaining agreement (CBA), 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 should receive both the Intermediate P.O.S.T. stipend and the Advanced P.O.S.T. stipend. In no instance should an employee receive the Advanced stipend without also receiving the Intermediate stipend.
- Articles 21 of the CBA 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 stipend is in addition to any P.O.S.T. Certification stipend. Special assignments are based on campus need as determined by the Chief of Police.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration
Chiefs of Police
Budget Officers
Director, SOSS

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 Non-industrial Disability Insurance (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.
- When an employee separates with sufficient lump sum vacation credits, the P.O.S.T. Certification stipend must be paid for the prospective qualifying pay periods that 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. Certification stipend payments should be allocated and paid. The additional P.O.S.T. payments must be submitted to the SCO via the Payroll Input Process (PIP) system using Earnings ID "**AG.**" This one-time payment must be keyed reflecting the pay period of separation and a gross amount equaling the total due for those qualifying pay periods that correspond with the lump sum vacation credits.
- Lump sum projection is not applicable to the Special Assignment stipend. Payment of the Special Assignment stipend ends in the qualifying pay period that the separation is effective.
- All stipend payments are paid via the PIP system. The following Earnings ID's continue to be available for processing. Blanket serial number 979, sub-code 3484 remains available for the stipend payments.

<u>Earnings ID</u>	<u>Stipend Description:</u>
8ST0	Intermediate P.O.S.T. Certification Stipend @ \$100/mo.
8ST8	Both Intermediate and Advanced P.O.S.T. Certification Stipends @ \$250/mo.
8ST9	Special Assignments @ \$100/mo.
AG	P.O.S.T. Certification Stipend payment paid upon separation to correspond with qualifying pay periods based upon lump sum vacation credits.

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Questions about processing payments should be directed to the CSU Payroll Telephone Liaison Unit at the State Controller's Office at (916) 322-7980.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources' website at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/dth