

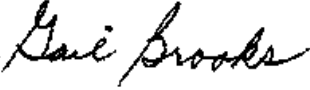
Date: October 29, 2009

Code: HR 2009-14

To: CSU Presidents

Reference: HR 2004-10

From: Gail E. Brooks  
Vice Chancellor  
Human Resources



Supersedes: HR 2005-22

Subject: MPP Public Safety: Critical Response Unit Stipend

Overview

**Audience:** Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for administering employee stipends.

**Action Items:** None (Information Only)

**Affected Employee Groups/Units:** MPP Public Safety Employees

Summary

This policy memorandum eliminates the reporting of the Critical Response Unit Stipend to CalPERS effective November 1, 2009, for compliance with CalPERS regulations.

Those campus designees responsible for processing employee stipends should review this memorandum in its entirety.

Pursuant to a recent audit finding by the California Public Employees' Retirement System (CalPERS), the California State University is required to eliminate the Critical Response Unit Stipend for MPP Public Safety employees as being reportable compensation to CalPERS. This change will bring the CSU into compliance with CalPERS' retirement law and is effective November 1, 2009.

As a reminder, the Critical Response Unit (CRU) stipend was established to be available for selected Management Personnel Plan (MPP) police personnel with CRU leadership responsibilities, as determined appropriate by the Assistant Vice Chancellor, Risk Management and Public Safety. The CRU stipend is paid as a five percent (5%) monthly stipend for a specified time period. The stipend amount is derived based upon the employee's full-time base pay and is not subject to CalPERS retirement withholding but is subject to Medicare. The Assistant Vice Chancellor, Risk Management and Public Safety is responsible for advising the campus in writing of the stipend

**Distribution:**

Chancellor  
Assistant Vice Chancellor, Risk Management and Public Safety  
Vice Presidents, Administration  
CSU Police Coordinator  
Police Chiefs

Human Resources Directors  
Benefits Officers  
Payroll Managers

amount and payment duration for affected personnel. Written authorization of the stipend assignment should be maintained in the employee's personnel file.

Attachment A provides payment instructions for the CRU stipend.

Questions regarding processing instructions may be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/pc

**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAM**  
- Critical Response Unit Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	G6
Amount:	5% of monthly base pay
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Medicare only
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> <li>• Earnings ID:               <ul style="list-style-type: none"> <li>○ G6 – Process via Additional Pay</li> <li>○ Effective – 11/01/09</li> <li>○ Amount: as indicated above</li> </ul> </li> </ul>
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	Because a new Earnings ID has been added, there is impact to LCD setup. Please refer to the Configuration document posted on the CMS website ( <a href="#">LCD Setup for New PIMS Earnings IDs</a> ).
Additional Instructions:	Additional communication to be provided via a CMS Bulletin.