THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(310) 985-2669

Date: May 2, 1995

To: Personnel Officers

From: Cathy Robinson, Director
Human Resources Administration

Subject: PAYMENT INSTRUCTIONS FOR NEW UNIT 8 STIPENDS

The recent Memorandum of Understanding (MOU) between the CSU and the State University Police Association provides for payment of the following stipends to eligible Unit 8 employees beginning with the May 1995 pay period:

1. **Intermediate P.O.S.T. Certification Stipend** -- Achievement of an intermediate P.O.S.T. certification is not a requirement of employment, but is now recognized under the MOU. An employee who demonstrates achievement of the intermediate certificate shall be paid a monthly stipend of $100.

2. **Advanced P.O.S.T. Certification Stipend** -- Achievement of an advanced P.O.S.T. certification is not a requirement of employment, but is now recognized under the MOU. An employee who demonstrates achievement of the advanced certification shall be paid $150 per month.

3. **Both Intermediate and Advanced P.O.S.T. Certification Stipend** -- Achievement of both intermediate and advanced P.O.S.T. certifications is not a requirement of employment, but is now recognized under the MOU. An employee who demonstrates achievement of both certifications shall be paid $250 per month.

(Over)

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4. **Special Assignments** -- The MOU also lists special assignments for which an employee may be paid a monthly stipend of $100 in addition to any stipend payable for intermediate or advanced P.O.S.T. Certifications. The special assignment stipend is not payable if the assignment is considered part of the employee's routinely and consistently assigned duties appropriate to his/her classification.

All of these stipends are taxable/reportable income. Because Unit 8 employees are not covered under Social Security, the 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.

Stipends will be paid via the Payroll Input Process (PIP) System. PIP generates payroll warrants with automatic tax withholding and eliminates the need to separately report via STD Form 676, Non-USPS Adjustment Request (Fringe Benefit/Employee Business Expense Form). The following codes should be used for processing:

<table>
<thead>
<tr>
<th>Earnings ID</th>
<th>Stipend Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>8ST1</td>
<td>Intermediate P.O.S.T. Certification Stipend</td>
</tr>
<tr>
<td>8ST2</td>
<td>Advanced P.O.S.T. Certification Stipend</td>
</tr>
<tr>
<td>8ST3</td>
<td>Both Intermediate and Advanced P.O.S.T. Certification Stipend</td>
</tr>
<tr>
<td>8ST4</td>
<td>Special Assignments</td>
</tr>
</tbody>
</table>

Please note that employees who are on Industrial Disability Leave (IDL), Enhanced IDL, or NDI which is supplemented to full pay with catastrophic leave are eligible to receive the P.O.S.T. certification stipend during the disability. However, the special assignment stipend should cease in the pay period following the disability.

No stipends should be paid for a non-qualifying pay period or for a pay period in which only lump sum pay is being extended.

If you have any questions about processing payments, please call the Payroll Telephone Liaison Unit at the State Controller's Office at (916) 323-3081 or CALNET 473-3081. Other questions may be directed to the systemwide benefits office at (310) 985-2669. Thank you.

CR/pb
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(310) 985-2669

Date: September 14, 1995

To: Personnel Officers

From: Cathy Robinson
Director
Human Resources Administration

Subject: PAYMENT INSTRUCTIONS FOR NEW UNIT 8 STIPENDS

The following Unit 8 stipends were established for payment via the Payroll Input Process (PIP) System beginning with the May 1995 pay period:

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We have received a determination from PERS that these payments should be subject to PERS retirement contributions. The State Controller’s Office (SCO) changed the appropriate payroll tables with the August pay period to accommodate this change. In October, the SCO will adjust stipend payments issued in the May, June, and July pay periods to reflect both employee and employer PERS contributions. Employees may notice the retroactive PERS deductions on their November 1st warrants.

If you have any questions about adjustment of prior payments, please contact the SCO retirement unit at (916) 324-1471. If you have other questions, please contact the systemwide Human Resources Administration office at (310) 985-2669. Thank you.

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