Date: January 3, 1996

To: Personnel Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: PAYMENT OF UNIT 6 REFRIGERATION CERTIFICATION ALLOWANCES

The 1995/96 Addendum to the Memorandum of Understanding (MOU) between the CSU and the State Employees Trades Council provides payment of a $125 lump sum Refrigeration Certification Allowance to Unit 6 employees as follows:

Any Unit 6 employee who has obtained, as of November 1, 1995, a valid EPA approved Technician Certification for working with Class I or Class II Refrigerants, as defined by the EPA Clean Air Act, shall be paid a one-time allowance on or before March 1, 1996, if all of the following criteria are met:

- The campus job description requires the employee to work with Class I or Class II refrigerants; and
- The employee received the certification while employed at a CSU campus; and
- The employee is currently employed at a CSU campus on the date of payment.

This allowance is taxable/reportable income, subject to Social Security and Medicare taxation and to PERS retirement contributions. It must be paid via the Payroll Input Process (PIP) System using Earnings ID S4, which is available immediately. There is no proration of the allowance, no timebase or duration of appointment eligibility requirements, and the payment is not included in the calculation of overtime, lump sum, NDI or IDL payments.

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) 985-7669. Thank you.

CR/pb

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