

Date: June 29, 2023

Code: TECHNICAL LETTER
HR/Salary 2023-11

To: Associate Vice Presidents, Faculty Affairs/Academic Personnel
Associate Vice Presidents, Human Resources

From: Beth Ryan 
Associate Vice Chancellor,
Human Resources

Dr. Sarah Fried-Gintis 
Sr. Systemwide Director, Academic and Staff
Human Resources

Subject: Faculty Training and Professional Development Stipends

Summary:

This technical letter announces an agreement reached between the California State University and the California Faculty Association (CFA) on May 26, 2023, to create a new earnings ID in support of professional development and training for Faculty Unit employees. The Memorandum of Understanding (MOU) is provided in Attachment A.

New earnings ID GPD may be utilized to provide one-time payments (per occurrence) to eligible full-time or part-time Unit 3 employees who participate in and complete training and professional development activities approved by the president (or the president's designee) that is consistent with Article 25 (Professional Development) of the CFA Collective Bargaining Agreement. Such activities may not include training required by law or CSU policy.

Action Item:

This technical letter should be read in its entirety by personnel responsible for administering faculty compensation.

Affected Employee Group/Unit:

Eligible full-time and part-time Unit 3 employees.

Details:

The training and professional development stipend(s) are not pensionable nor considered workload or additional employment. All eligible faculty at a campus who participate in the same manner in the same approved training or professional development activity must be paid the same amount. These stipends must be approved by the president (or president's designee) in advance through a process developed by each campus.

The dollar amount of the one-time stipend(s) is limited to a total of \$10,000 per fiscal year per Unit 3 employee throughout the CSU system. Note, exceptions to the maximum limit will require specific approval by the president (or the president's designee).

Stipends are taxable income, subject to other payroll deductions and campus payroll processing procedures and will be paid after the employee has demonstrated completion of the approved training or professional development activity.

Campus Recommended Procedures:

1. Campuses should develop a process for review and approval of each requested faculty training and professional development opportunity that would require a stipend.

Distribution:

Vice Chancellor, Human Resources
Provost/Vice President of Academic Affairs

Labor Managers
Payroll Managers

2. Campuses should develop clear terms and expectations that would constitute the completion of a training or development opportunity.
3. Campuses should determine which campus department will be responsible for initiating the stipend upon completion of the program.
4. Dates and stipend amounts, along with the request and review process, should be made publicly available to all eligible faculty.
5. Campuses are responsible for tracking stipends in order to comply with the \$10,000 maximum per Unit 3 represented employee per fiscal year.

Additional Details and Reminders:

- Payment of these stipends does not constitute additional employment, nor does it provide for additional entitlements.
- Participation in professional development/training programs may not influence employee evaluations or potential range elevations.
- Employee participation in professional development/training programs may not be used in determining course assignments and may not impact eligibility for appointments. Furthermore, such participation may not be considered by the department during the "careful consideration process" when employee qualifications are assessed for potential course assignments unless the faculty member specifically includes it in their list of qualifications.
- Any such professional development/training program shall not be considered extraordinary support or constitute work for hire. Intellectual Property Rights shall be controlled by Article 39 in the CBA.

Stipend Payment Information and Processing Instructions:

Processing instructions for issuing earnings ID GPD are provided in Attachment B and are available on the CSYou Human Resources Management web site at: <https://csyou.calstate.edu/Tools/HR/Payroll/earnings-ids/Pages/default.aspx>.

CMS Baseline:

This technical letter has no impact on the CMS Baseline.

General Information:

Questions regarding this Technical Letter may be directed to the CO Human Resources Management Team at hradmin@calstate.edu | (562) 951-4411. For your convenience, this memorandum is also available on the CSYou website at: <https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

BR/SFG

Attachments

CFA Memorandum of Understanding

05/26/2023

Memorandum of Understanding Faculty Training and Professional Development Stipends

Through this Memorandum of Understanding, the California State University (CSU) and California Faculty Association (CFA) agree to the following:

The CSU will create a new earnings ID code to support Training and Professional Development Stipends for Faculty.

The President or the President's designee may choose to grant a one-time payment (per occurrence) in the form of a stipend to faculty for approved training and professional development activities consistent with Article 25 (Professional Development) of the CFA Collective Bargaining Agreement. Such activities do not include trainings required by law or CSU policy.

Any full-time or part-time Unit 3 employees who are on active payroll will be eligible. The stipend will not be pensionable nor considered workload or additional employment. All faculty at a campus who participate in the same manner in the same approved training or professional development activity shall be paid the same amount. Payments will be limited to a total of \$10,000 per fiscal year per Unit 3 employee throughout the CSU system (exceptions to the maximum limit will require specific approval by the President or the President's designee).

Stipends must be approved in advance through a process developed by each campus.

For the CFA:



Jason Conwell
Representation Specialist

For the CSU:


Joseph J. Jelincic III (May 26, 2023 16:31 PDT)

Joseph J. Jelincic III
Assistant Vice Chancellor, Collective Bargaining



Beth Ryan
Interim Associate Vice Chancellor, HR

Distribution:

Vice Chancellor, Human Resources
Provost/Vice President of Academic Affairs

Labor Managers
Payroll Managers

05/26/2023

Stefanie Gusha
Stefanie Gusha (May 26, 2023 16:03 PDT)

Stefanie M. Gusha
Sr. Director, Collective Bargaining

PROCESSING INSTRUCTIONS

STIPEND PROGRAM I – Faculty Training and Professional Development Stipends

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Varies
Earnings ID:	GPD
Earnings ID Description:	Faculty Training and Professional Development Stipends
Earnings Statement Abbreviation:	DEV STIPEND
Amount:	Varies by campus, up to \$10,000 per Unit 3 employee per fiscal year systemwide
CBID:	R03
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in Calculation for Overtime:	No
Included in the Calculation for NDI/IDL Payments:	No
Subject to CSU Lump Sum:	No
Additional Information:	<ul style="list-style-type: none"> • A stipend is a one-time payment per occurrence, if applicable. • Faculty members at the same campus who participate and complete the same approved training or professional development activity must be paid the same stipend amount. • Exceptions to the maximum limit of the stipend requires President's (or President's designee) approval.

CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> • Earnings ID: GPD <ul style="list-style-type: none"> ○ Process via PIP ○ Amount varies by campus
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Processing Responsibility: Campus Process Guides: <ul style="list-style-type: none"> • Run PIP Process and Transmit • Setup Additional Pay