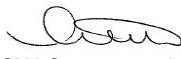


**Date:** May 25, 2021

**Code:** TECHNICAL LETTER  
HR/Salary 2021-09

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

**From:** Tammy Kenber   
Associate Vice Chancellor, Human Resources

Lety Hernandez   
Senior Director, SW Compensation, Data Analysis,  
Employment & HRIS

**Subject:** FY 2020/21 Bonus Program for the Academic Professionals of California (APC – Unit 4) Employees

**Summary**

This technical letter provides information for the FY 2020/21 Long-Term Service (LTS) Bonus and Educational Achievement Stipend (EAS) for eligible employees of the Academic Professionals of California (APC – Unit 4). The LTS Bonus is a five percent (5%) one-time lump sum bonus. The EAS varies by the level of degree earned. The LTS and EAS payments must be issued no later than **September 1, 2021**. Information is only provided on the Merit Bonus and BSM Bonus programs.

Designated campus staff responsible for the administration of salary programs and payroll processing should review this document in its entirety.

**Action Items**

Process payments for Long-Term Service Bonus; and solicit eligibility and process payments for Educational Achievement Stipends by September 1, 2021.

**Affected Employee Group/Unit**

Eligible APC (Unit 4) employees.

**Detailed Program Information**

❖ **Long-Term Service Bonus (LTS):**

The LTS Bonus continues to be available to employees who meet established service criteria. LTS Bonus amounts are based upon 2020 calendar year earnings.

Refer to the Human Resources Management CSYou website for LTS program information and processing instructions: <https://csyou.calstate.edu/Tools/HR/SalaryProgram/apc/long-term-satisfactory-service-bonus/Pages/default.aspx>.

❖ **Educational Achievement Stipend (EAS):**

APC (Unit 4) employees who receive a master's or doctoral degree from an accredited institution between July 1, 2020 and June 30, 2021, and are employed at the CSU in a Unit 4 classification when they receive the degree, are eligible for the EAS if they are on payroll on **August 1, 2021**. Campuses are responsible for processing payments. Processing instructions are provided in Attachment A (Stipend Program – Educational Achievement Stipend). Employees who received more than one degree are to receive a stipend for each degree received in accordance with the eligibility requirements. Stipend amounts are as follows:

Master's Bonus Amount: \$2,272.37

Doctoral Bonus Amount: \$2,840.46

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**Distribution:**

Vice Chancellor, Human Resources

Budget Officers

Compensation Managers

❖ **Merit Bonus:**

For fiscal year 2020/21 there will be no merit bonuses and no action is required by campuses. The monies in the pool will be combined with monies available for the BSM Bonus.

❖ **Budget Shortfall Mitigation (BSM) Bonus:**

The Chancellor's Office will calculate the BSM Bonus amount after the EAS and LTS Bonus have been paid out. Information on the 2020/21 BSM Bonus will be communicated in a future technical letter.

As a reminder, the funding for the Bonus/Stipend Programs was established from monies set aside pursuant to the 2000/03 Collective Bargaining Agreement. For additional information refer to Article 23.4 (Bonus/Stipend Programs) of the current [Collective Bargaining Agreement](#).

**General Information**

Questions regarding this pay letter may be directed to the CO Human Resources Management Team at [hradmin@calstate.edu](mailto: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>.

TK/LH/kj

Attachment

**PROCESSING INSTRUCTIONS**

**STIPEND PROGRAM – EDUCATIONAL ACHIEVEMENT STIPEND**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> <li>• No later than 08/27/21 (last payroll cycle)</li> <li>• Pay Period: August 2021</li> </ul>
Earnings ID:	G5
Amount:	<ul style="list-style-type: none"> <li>• Master's Bonus Amount: \$2,272.37</li> <li>• Doctoral Bonus Amount: \$2,840.46</li> </ul>
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	No
Included in Calculation for NDI/DL Payments:	No
Additional Information:	N/A
<b>CMS PROCESSING INFORMATION:</b>	
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>○ G5-Process via Additional Pay</li> <li>○ Use processing amounts/dates referenced above</li> </ul> </li> </ul>
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Processing Responsibility: Campus