

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Bargaining Unit 16 and Excluded Licensure – Continuing Medical Education	<b>REFERENCE NUMBER:</b> 2014-018
<b>DATE ISSUED:</b> 07/21/14	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Employee Relations Officers  
Personnel Officers  
Personnel Transactions Supervisors**

**FROM:** Department of Human Resources  
Labor Relations Division

**CONTACT:** Labor Relations Division  
(916) 324-0476  
Fax: (916) 322-0765  
Email: [LR.info@calhr.ca.gov](mailto:LR.info@calhr.ca.gov)

The purpose of the memorandum is to inform departments of the change in processing to the Bargaining Unit 16 Licensure – Continuing Medical Education (CME) \$1000 expense payment. The Bargaining Unit 16 provision for the CME annual payment will apply to employees in classifications designated as R16, U16, S16 and M16 as of July 1 of each year.

Effective July 1, 2014 and each year thereafter, the State Controller's Office will issue a one-time annual payment of \$1000 to cover the costs related to the CME requirement as follows:

Full-time employees:

All full-time eligible employees will receive the full \$1000 payment.

Less than full-time/part-time employees:

Part-time employees will receive a prorated amount that will be determined by the employees' time base as of July 1 of each year.

Permanent Intermittent employees:

- Departments will process the CME payment for all Permanent Intermittent employees using the PIP process with the earnings ID "IM". Instructions for using this PIP process are located on the SCO website in the Payroll Procedures Manual, section K.
- Permanent Intermittent employees will receive the prorated amount they are eligible for effective fiscal year 2014-15.

- Permanent Intermittent employees with more than one hiring authority will receive a prorated amount from each respective department they are employed, not to exceed \$1000 per fiscal year.
- Permanent Intermittent employees will be responsible for paying back any overpayment of the projected prorated amount.

Additional Appointments:

Employees holding an additional appointment in addition to other full time employment are not eligible for CME compensation for service in the additional appointment.

New Hires:

- Departments will process the CME payment for all new hires using the PIP process with the earnings ID "IM". Instructions for using this PIP process are located on the SCO website in the Payroll Procedures Manual, section K.
- Less than full-time employees will receive a prorated amount based on their time base.

Separations/Retirements during the fiscal year:

Employees who retire or separate in the month of July will be required to pay back the CME reimbursement.

Tracking Payments:

Departments should notify their accounting offices that the blanket serial number 999 will be utilized to process these payments.

As a result of this new processing change, employees should not be submitting claims via CalATERS. Additional details will be issued by the State Controller's Office (SCO) in the near future providing instructions to department personnel offices.

For questions related to this PML, state department personnel office staff should contact CalHR's Labor Relations Division by emailing questions to [LR.info@calhr.ca.gov](mailto:LR.info@calhr.ca.gov) or calling (916) 324-0476.

/s/Pam Manwiller

Pam Manwiller  
Deputy Director, Labor Relations Division