



TO: PERSONNEL MANAGEMENT LIAISONS

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EFFECTIVE DATE: August 1, 1989
EXPIRATION DATE: Indefinite
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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

EMPLOYEE RELATIONS OFFICERS
PERSONNEL OFFICERS

◀ CORRECTED COPY ▶

SUBJECT: Professional Competency Bonus - Nonrepresented Employees

Effective May 18, 1989, the Memorandum of Understanding for Bargaining Unit 01 provided for the Professional Competency Bonus for permanent full-time employees who successfully pass the Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) examination after November 30, 1986. Effective August 1, 1989, the Department of Personnel Administration (DPA) has extended these provisions to nonrepresented employees with the adoption of DPA Rule 599.922.3 (copy attached).

The DPA hereby delegates to all State departments the authority to approve payment of the bonus. Departments will be required to maintain sufficient substantiation on file for audit purposes. The substantiation of each bonus approved shall include:

- Verification of passing scores of at least 75 percent in all four parts of the examination. The CPA examination consists of auditing; theory; practice; and law. The CIA examination consists of theory and practice of internal auditing; management, quantitative methods and information systems; and accounting, finance and economics.

Allocation to a classification which includes as a minimum qualification professional accounting experience or successful completion of prescribed professional accounting courses given by an accredited college or university, including courses in elementary and advance accounting, auditing, cost accounting, and a duty statement reflecting internal auditing or fiscal examination as a major duty or the supervision of employees performing these duties.

For represented employees, the bonus consists of \$3,600 and is paid in three equal installments of \$1,200 at the completion of 12 qualifying pay periods after the employee has submitted a request and it has been verified and approved by the Personnel Office. For nonrepresented employees, the bonus consists of \$4,800 and is paid in installments of \$1,600 at the completion of 12 qualifying pay periods, after the department has verified that the examination has been passed.

It will be the employee's responsibility, when transferring to another State department, to request continuation of the bonus. If the new department agrees to the continuation, it will be their responsibility to pay the full installment.

Employees currently receiving the one-step adjustment for Professional Competency Pay are not eligible for the bonus. These employees will continue to receive the one-step adjustment.

If you have any questions concerning the bonus, please call Jerri Martin at (916) 324-0439 or ATSS 454-0439.


R. L. Rutherford, Manager
Personnel Services Branch

Attachment

599.922.3 Certified Public Accountant/Certified Internal Auditor Professional Competency Bonus - Nonrepresented Employees.

(a) A nonrepresented employee is defined in Section 599.619 of these regulations.

(b) Effective August 1, 1989, with the approval of the appointing power, and subject to the criteria listed in Section (c), a nonrepresented employee may receive a bonus for passing the written portion of the Certified Public Accountant (CPA) examination or the Certified Internal Auditor (CIA) examination.

(c) The bonus criteria shall include:

(1) The bonus shall not exceed \$4,800 regardless of the number of certifications received and shall be paid in three equal installments of \$1600 each at intervals of 12 qualifying pay periods. The first installment shall be paid 12 qualifying pay periods after the appointing power has verified the examination has been passed. The bonus will not be prorated for service of less than the full 12 qualifying pay periods.

(2) In order to be eligible for the bonus, the employee's classification for each qualifying pay period must include, or the employee must be responsible for the supervision of other employees whose duties include, internal auditing or fiscal examination as a major duty and for which the minimum qualification requires professional accounting or auditing experience or successful completion of prescribed professional accounting courses given by an accredited college or university, including courses in elementary and advanced accounting, auditing and cost accounting.

(3) The employee must have passed the examination after November 30, 1986. No employee who has received compensation based on Government Code Section 19836 shall be eligible for this bonus.

(d) An employee who transfers to another State department and otherwise continues to qualify for the bonus must request the new department to continue the bonus on schedule. The new department may or may not agree to continuation of the bonus. If the new department agrees, it assumes responsibility for the remaining installments. In any case the bonus shall not exceed \$4800.

(e) An employee, receiving a Professional Competency Bonus under the provision of the Bargaining Unit 01 Memorandum of Understanding, who is appointed to a nonrepresented classification and otherwise continues to qualify may continue to receive the bonus on schedule with the approval of the appointing power. Each remaining installment amount shall be based on the employee's collective bargaining identification designation as of the first day of the twelfth qualifying pay period for that twelve (12) pay period interval. In any case, the bonus shall consist of only three (3) installments.

(f) A Professional Competency Bonus shall not be considered "compensation" for the purposes of retirement.

NOTE: Authority cited: Sections 3517.8 and 19815.4(d), Government Code. Reference: Section 19829, Government Code.

