

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS      DATE: February 19, 2002  
REFERENCE CODE: 2002-012

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Employee Relations Officers  
Personnel Officers

FROM: Department of Personnel Administration  
Labor Relations Division

SUBJECT: Educational Reimbursement Program

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The purpose of this memorandum is to provide Departments with clarifying information with respect to Article 7.17 (G), Educational Reimbursement Program, of the Bargaining Unit 18 Labor Agreement. This provision provides for a one-time \$840 payment for new Psychiatric Technicians (PT) who meet the following criteria:

1. The employee must have received their PT License no more than 12 months from their appointment date to a PT position.
2. The PT has successfully completed his/her initial probationary period (12 months).

Once Departments have certified that the above criterion has been met, the appropriate facility's Transactions Office should process payment to the employee. Payments made under this program are considered taxable income by the Internal Revenue Service (IRS) and must be reported on the employees W-2 with appropriate taxes withheld.

Pay Letter 02-02 has been issued for keying purposes. We have attached a sample certification form for departmental use.

Per Budget Letter 01-44 the Department of Finance will provide additional instructions to Departments for these adjustments in the spring of 2002.

  
Gloria Moore Andrews  
Chief of Labor Relations



ATTACHMENT

To: (NAME AND ADDRESS OF ACCOUNTING OFFICE)

From: (Name of supervisor)  
(Office)

Subject: Educational Reimbursement Program

(Name of Employee) has met the criteria set forth in the Article 7.17 (G), Educational Reimbursement Program of the Bargaining Unit 18 Labor Agreement between the State of California and the California Association of Psychiatric Technicians. As such, said employee is entitled to a one-time payment of \$840. Payments made under this program are considered taxable income by the Internal Revenue Service (IRS) and must be reported on the employees W-2 with appropriate taxes withheld.

