

*State of California*

**M E M O R A N D U M**

**TO:** PERSONNEL MANAGEMENT LIAISONS      **DATE:** March 18, 2003  
**REFERENCE CODE:** 2003-013

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Accounting Officers  
Employee Relations Officers  
Personnel Officers  
Training Officers

**FROM:** Department of Personnel Administration  
Labor Relations Division

**SUBJECT:** Bargaining Unit 20 Scholarships Accounting Procedures

**CONTACT:** Pam Manwiller, Labor Relations Officer  
(916) 324-1128, CALNET 454-1128  
FAX: (916) 322-0765

Email: PamManwiller@dpa.ca.gov

A "Bargaining Unit 20 Scholarship Fund" of \$250,000 was established through the 2002-2003 collective bargaining negotiations between the State of California and the California State Employees Association (CSEA), Bargaining Unit 20. The purpose of the scholarship fund is to encourage and assist bargaining unit employees to obtain a license, certification or higher educational degree in nursing, teaching and related health care and education professions through the provision of financial support. Scholarship awards may be used to cover expenses related to attaining the license, certification or degree, including but not limited to tuition, books and course related materials and or supplies.

It is anticipated that the first scholarships will be awarded in June 2003. Scholarships are awarded on a quarterly basis upon proof of enrollment and upon successful completion of term coursework. The following procedure has been established to ensure that the scholarship awards are properly identified to departmental accounting offices and to ensure that reimbursements are issued promptly by the Department of Personnel Administration (DPA).

The DPA representative, Pam Manwiller, Labor Relations Officer, will notify the employee's departmental Personnel and/or Accounting Office of the scholarship award(s) by memorandum (sample attached). The notification will specify the amount of the award(s) and the earliest authorized release date(s) for the funds.

A copy of this notification will be provided to the DPA Accounting Office at the time it is issued to the departments.

Upon issuing the scholarship funds to the employee, departmental Accounting Offices should bill DPA's Accounting office, on a quarterly basis, using standard invoicing procedures and forms. The quarterly invoice must include a list of employees' names and the corresponding amounts for which reimbursements are being requested, preceded by the following statement:

"This is a request for reimbursement for scholarship(s) awarded to employees per the bargaining Unit 20 contract. In order to comply with IRS requirements, (non-taxable reimbursement) the following individuals(s) have been paid directly by our department via the departmental accounting process system. Reimbursement is now requested from the Department of Personnel Administration for scholarship payments made to the following employees:"

The invoice should be submitted in triplicate to:

Department of Personnel Administration  
Accounting Office  
1515 S Street, Suite 400 North  
Sacramento, CA 95814  
**Attn: Susan Barnes**

Questions regarding the accounting procedures may be directed to Susan Barnes, DPA Accounting Administrator, at (916) 323-7999, CALNET 473-7999.

To be eligible for a scholarship award the employee must satisfy all of the criteria. The applicant must:

- Be a State employee in any department and have standard or better overall performance.
- Be a rank and file Unit 20 employee.
- Have permanent status (current or prior) in a Unit 20 classification.

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Supervisory, managerial and other non-represented employees are NOT currently eligible for Bargaining Unit 20 Scholarships.

Scholarship application packages are available from Brandy Johnson of CSEA at (916) 326-4368, FAX at (916) 326-4352, e-mail at [bjohnson@calcsea.org](mailto:bjohnson@calcsea.org) or write to:

California State Employees Association  
1108 O Street  
Sacramento, CA 95814  
Attention: Brandy Johnson

Or visit their website:

[www.calcsea.org/csd/bargaining/unit20/20020926\\_unit20\\_scholar.pdf](http://www.calcsea.org/csd/bargaining/unit20/20020926_unit20_scholar.pdf).

Any questions regarding the Bargaining Unit 20 Scholarship may be directed to me at (916) 324-1128 or CALNET 454-1128.

Pam Manwiller  
Labor Relations Officer

Attachment

,2003

Dear \_\_\_\_\_:

**CONGRATULATIONS!**

The Bargaining Unit 20 Scholarship Advisory Committee (SAC) selected you to receive a scholarship award for the current academic year.

SAC scholarships are awarded as follows:

1. Scholarships are for a period of one academic year or completion of the degree, if the degree is awarded in the middle of the academic year, see #3 below.
2. Scholarship awards are issued upon proof of successful completion of each term's coursework.
3. Awards will be issued only upon successful completion of the course work required for the educational program. This means that an individual completing the program in the middle of the academic year will not receive the total amount of the award specified above.
4. "Successful completion" is defined as a grade of "C" or better in course work for, or "pass" in a pass/fail course.
5. At the discretion of the SAC, supplemental awards may be reduced if the student withdraws from courses during the academic session or receives grades below passing in the coursework for the academic session.
6. No award will be issued if the student fails (or withdraws from) all units taken in the academic session.
7. The Bargaining Unit 20 Scholarship Fund Program allows for scholarship awards to be used for costs associated with tuition, books and supplies.
8. SAC scholarship awards are not taxable income under IRS regulations.
9. It is the student's responsibility to submit proof of enrollment and, after each academic session, proof of successful completion of course work to the SAC in a timely manner. (Within sixty (60) days of the completion of the course) Failure to do so will result in funds being withheld. The SAC is unable to provide follow-up reminders of this requirement.

Scholarship Advisory Committee

Date

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10. Mail all material to the Unit 20 SAC at the address on this letterhead. It is expected that reimbursements will be issued within sixty (60) days of receipt of appropriate documentation.

Questions regarding this letter may be directed to me at (916) 324-0476.

Cordially,

Pam Manwiller  
Department of Personnel Administration

cc: Lois Kugelmass, CSEA  
SAC Co-Chairs