



February 3, 2022

TO: Chief Business Officials
Chief Personnel Officials
HRS Coordinators
Los Angeles County K-12 Schools and Community College Districts
Regional Occupational Programs/Centers (ROP/Cs) and Charter Schools

FROM: Claudette Wiggan-Reid, Retirement Systems Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: Reporting Special Compensation to CalPERS – No Lump Sum Payments

The California Public Employees' Retirement System (CalPERS) accepts two types of payments for its members:

1. Pay Rate: earnings supported by a publicly-approved salary schedule. (Refer to Bulletin No. 5277, dated 10/20/2020).
2. Special Compensation: payments received for special skills, knowledge, abilities, work assignments, workdays or hours, or other work conditions as defined by California Code of Regulation 571. *Updates are provided below.*

CalPERS [Circular Letter 200-065-21](#) dated November 3, 2021 announced lump sum payments will no longer be accepted as they create issues in benefit calculation for retirees. This resulted in a system modification that will reject:

- special compensation payments that are being reported as a lump sum in one accrual period, and
- items that are non-compliant.

A flexible threshold was placed on special compensation items. Payments exceeding this threshold will not post to the employee's account until the payment is verified with the district's MOU/Agreement and/or is corrected. If required, CalPERS will adjust the threshold to accommodate the district's agreement. This change is effective January 17, 2022 in myCalPERS. **Thus, effective immediately all special compensation payments must adhere to the requirements.**

The Los Angeles County Office of Education (LACOE) legacy payroll system, Human Resource System (HRS) and the new Human Capital Management System (HCM) are being updated to CalPERS's revised requirements.

Background

A common practice within Los Angeles County is districts negotiate and offer off-schedule salary payments to employees and pay it as a lump sum using accrual period dates for a single month. *Note: Per California Code of Regulations 571 (a), an off-salary payment has a threshold of 6% and is only creditable in lieu of a salary increase.* Therefore, off-salary payments above 6% will only be able to report 6% to CalPERS as creditable special compensation. The amount over 6% would not be creditable and should be paid using an earnings code or a pay event that will not deduct CalPERS contributions. In addition, if a salary schedule increase and an off-salary schedule payment are both for the same period, then the off-salary payment will not be creditable to CalPERS. *Off-salary payments are only creditable for classic employees.*

For example, a district's MOU/Agreement states: "Employees will be given a 1% off-schedule payment for 2021-22 that will be paid in December 2021." In this example, the employee's 1% is \$1,200. The district would normally pay the entire \$1,200 in one pay period, i.e. 12/1/2021 to 12/31/2021. This practice is no longer acceptable for CalPERS reporting.

Issue #1: Incorrectly Paid & Reported:

Accrual Period	Amount	Error
12/1/1 to 12/31/21	\$1,200	Lump sum in one month period

HRS Users – Process

The correct reporting in this case would be to report the payments in 12 months from July 2021 to June 2022. **HRS will accept extended dates.** The payment should be entered as 7/1/2021 to 6/30/2022 in the amount of \$1,200 as follows:

To correctly pay a special compensation amount, input the data into HRS using expanded dates as follows:

Accrual Period	Amount
7/1/21 to 6/30/22	\$1,200

Below is a sample HRS Data Input for an off-salary payment for July 2020 to June 2021:

TC	B	ERN	TIME	ERN	TIME	ERN	TIME	RATE/AMT	PERIOD
LX	L	OPL						1200.000	07 01 20 06 30 21

This payment will translate into the correct reporting to CalPERS as follows:

Begin Date	End Date	Special Compensation
7/1/2020	7/31/2020	\$100
8/1/2020	8/31/2020	\$100
9/1/2020	9/30/2020	\$100
10/1/2020	10/31/2020	\$100
11/1/2020	11/30/2020	\$100
12/1/2020	12/31/2020	\$100
1/1/2021	1/31/2021	\$100
2/1/2021	2/28/2021	\$100
3/1/2021	3/31/2021	\$100
4/1/2021	4/30/2021	\$100
5/1/2021	5/31/2021	\$100
6/1/2021	6/30/2021	\$100
		\$1,200

HCM Users – Process

The payment should be entered for each month on a Timesheet Adjustment (TADJ). Districts can also use the TADJ UPDOC. **HCM will not accept extended dates.** Below is a sample of the HCM data input for an off-salary payment for July 2020 to June 2021:

Line Number	Event Date	Event Type	Event Type Desc.	Amount
1	7/31/2020	OFPYL	OFSAL BON LIEU A	\$100
2	8/31/2020	OFPYL	OFSAL BON LIEU A	\$100
3	9/30/2020	OFPYL	OFSAL BON LIEU A	\$100
4	10/31/2020	OFPYL	OFSAL BON LIEU A	\$100
5	11/30/2020	OFPYL	OFSAL BON LIEU A	\$100
6	12/31/2020	OFPYL	OFSAL BON LIEU A	\$100
7	1/31/2021	OFPYL	OFSAL BON LIEU A	\$100
8	2/28/2021	OFPYL	OFSAL BON LIEU A	\$100
9	3/31/2021	OFPYL	OFSAL BON LIEU A	\$100
10	4/30/2021	OFPYL	OFSAL BON LIEU A	\$100
11	5/31/2021	OFPYL	OFSAL BON LIEU A	\$100
12	6/30/2021	OFPYL	OFSAL BON LIEU A	\$100

Districts are allowed to pay special compensation payments annually but the payment should be reported in the months it was truly earned as shown above.

Issue #2: Future Dated Reporting

In the example above, the district will be paying the off-salary payment in December 2021. Reporting the monthly transactions for July to Dec 2021 will post to myCalPERS on the December 2021 accrual file. However, the January to June 2022 portion of the December payment are future dated transactions. **Future dated transactions will NOT be accepted in myCalPERS.** The district now has an issue to retain these payments and remember to report it on a monthly basis from January to June 2022.

IMPORTANT CONSIDERATION:

It is essential when negotiating contracts, to consider the payment date in conjunction with the accrual periods. In this case, it is preferable to issue the payment in June 2022 and the entire resulting transactions for July 2021 to June 2022 would be reported on the June 2022 accrual report. There would be no need to hold transactions.

District Actions

Effective immediately, all districts are required to adhere to the following:

- Review all special compensation payments to ensure that the correct earnings codes and practices are being applied rather than paying as they were historically paid. Pay special compensation items using the accrual period dates in which the special compensation was *earned* regardless of when the payment was issued.
- Use LACOE's standardized earnings codes: Refer to Attachment No. 3 (*HRS users*) and Attachment No. 4 (*BEST, HCM users*) to obtain the codes that are in compliance with CalPERS reporting and will deduct CalPERS contributions.
- Refer to CalPERS Special Compensation Reportability Table: Click [here](#) to view CalPERS website which displays all creditable special compensation. *Be aware that schools are not entitled to all listed items.* The most commonly used items are displayed in Attachment Nos. 3 & 4 of this bulletin.
- Submit MOU/Agreement to CalPERS for review to the email address below. CalPERS will review submissions as quickly as possible (usually within 5 business days). However, with the new SB278 law the review time may be increased. ***Please plan ahead and advise bargaining units of potential delays.***

MOU_Review@calpers.ca.gov

CCR Guidelines for Special Compensation Pays

Special compensation shall be limited to that which is received by a member of CalPERS pursuant to a labor policy or agreement to similarly situated members of a group or class of employment and is reported in addition to and separately from the normal pay rate. Special compensation is

delineated specifically and exclusively in the regulations adopted in California Code of Regulations Section (CCR's) 571 (a) and (b).

The criteria for special compensation established in CCR 571 (b) is:

- (1) Contained in a written labor policy or agreement
- (2) Available to all members in the group or class
- (3) Part of normally required duties
- (4) Performed during normal hours of employment
- (5) Paid periodically as earned
- (6) Historically consistent with prior payments for the job classification
- (7) Not paid exclusively in the final compensation period
- (8) Not final settlement pay
- (9) Not creating an unfunded liability over and above CalPERS' actuarial assumptions

Senate Bill 525 clarified that when reporting special compensation to the board, employers should identify each item of special compensation and the category under which the item is listed and to report each item separately from pay rate. By using the correct earnings codes as listed in Attachment No. 3 and 4, special compensation payments will be reported correctly by category and type.

Other Pertinent Information

- 1) Retirees Working as Retired Annuitants:
Retirees who return to work in any district are not eligible for special compensation payment during the time they are working as a retired annuitant. Per Government Code 21224, "...retired person appointed pursuant to this section shall not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate."
- 2) Increasing Special Compensation Amounts – HRS users:
Pay the difference when **increasing** the amount of a special compensation pay. Example: Longevity was \$100, the new agreement increased longevity to \$110. **Pay \$10.00 longevity.** Do NOT reverse (RX) the original amount (-\$100) and then re-report (LX) the new amount (\$110).
- 3) Decreasing Special Compensation Amounts – HRS users:
Use RX/LX when **decreasing** the amount of a special compensation that was originally paid. The transactions must be reversed and re-reported. Example: Longevity was incorrectly paid as \$150, the correct longevity amount is \$120. The district should: reverse (RX) \$150 using the same accrual period it was originally paid, and then re-report (LX) \$120 using the correct accrual period date.
- 4) Dated Stipend Method:
Some employees have more than two special compensation pays. Districts that use the Dated Stipend Method and have employee assignments with more than two special compensation pays, should contact Employee Services for assistance at: SFS Employee Services SFSEmployeeServices@laoe.edu or by phone at (562) 922-6274.

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Please refer to the following attachments for additional information:

- No. 1: CalPERS Reporting Using the Periodic vs. Dated Method in HRS
- No. 2: Other Common Special Compensation Errors
- No. 3: HRS Standardized Special Compensation Earnings Code
- No. 4: HCM Standardized Special Compensation Earnings Code

Questions regarding this bulletin should be directed to the following persons:

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Approved:

Sean Lewis, Assistant Director

School Financial Systems and Services

Division of School Financial Services

CWR:sm

Attachments

SFS-A23-2021-2022

Los Angeles County Office of Education
Division of School Financial Services
CalPERS Reporting Using Periodic vs Dated Method in HRS

Periodic Stipend

HRS Function 01, Screen 005

** PER - SALARY/PAY RATE -UPD **										0105
BB0101010 DOE,JANE A.					EFFEC DATE: ____					ACTNS: ____
					RET ACTN DT: ____					RET ACTN: ____
JOB POSITION JOB CLASS										PRIME JOB: P
1 573021 573000 ADMINISTRATIVE AIDE										
TIME TIME										
CYCLE	BASIS	PAY MOS	ILL PLAN	VAC PLAN	RPT LOCN	RPT CD	EARNINGS TYPES			
E4	M	11	NA	NA	037	T	REG			
SCHD/RANGE/STEP		EFF DATE	%FULL-TIME	CALC METH		FULL-TIME RATE		SALARY RATE		
1 166 05		07 01 2016	100.00	—		4407.000		4407.000		
STIPENDS: LG 2 LONGVTY										
RETIRE RATE		O/RIDE	WORK DAYS	WORK CAL	WORK HRS/DY		SESS TYPE			
4407.000		—	218.0	NA	8.00		—			
RETIREMENT: PLAN		STATUS	SPL	EFF DATE	PERS CASE	STS	STRS CLS CD	STRS BASE HRS		
P9		M	—	11 09 1998	—	—	—	.00		
(002) - ENTER YOUR CHANGES.										
TRANS: 005		EID: BB0101010			JOB: 1		DISTRICT: 11111			

Salary Schedule

** CTL - SALARY SCHEDULE-RANGE/STEP-ALL OTHERS - INQUIRY **										1625	
VERSION: C			SCHEDULE: 1			RANGE: 166					
DISTRICT		MAX STEP	EFFECTIVE DATE		IMPLEMENT DATE		ADOPTION DATE				
11111		05	07 01 16		05 24 17		05 02 17				
EDCODE	MINS:	MO	0.00	HR	0.000	DA	0.00	AN	0.00	LU	0.00
STEPS											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)				
MONTHLY:											
3590.00	3766.00	3950.00	4124.00	4307.00	0.00	0.00	0.00				
HOURLY:											
20.400	21.400	22.450	23.430	24.480	0.000	0.000	0.000				
DAILY:											
163.16	171.18	179.56	187.43	195.78	0.00	0.00	0.00				
ANNUAL:											

CalPERS Reporting Using Periodic vs Dated Stipends

Stipend Schedule

** CTL - STIPEND TABLE - INQUIRY **							1626
VERSION: <u>C</u>			STIPEND CODE: <u>LG</u>				
DISTRICT	STIPEND NAME	CALC IND	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE		
11111	LONGVTY	A	07 01 14	09 25 14	08 26 14		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

MONTHLY:							
50.00	100.00	150.00	83.33	166.67	200.00	250.00	0.00
HOURLY:							
0.280	0.570	0.850	0.000	0.000	1.140	1.420	0.000
DAILY:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ANNUAL:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LUMP:							
50.00	75.00	125.00	83.33	166.67	175.00	225.00	0.00

Retirement reporting line to CalPERS using periodic stipend:

BEGIN MO/DA	END DATE	EARN TYPE	UNITS	EARN AMOUNT	RETIRE REP RATE	SUBJECT AMOUNT	PL-S-I	DEDUCT AMOUNT
0601	0630	17 REG	22.00	4407.00	4407.000	4407.00	P9M	308.49

Pay Rate = \$4,307.00 (per publicly available salary schedule)
 Longevity = \$ 100.00

1 line with
Inflated amounts

Summary:

- CalPERS received one line of data that showed the inflated salary rate of \$4,407.
- Special Compensation not reported separately.
- Special Compensation not identified by category and type.
- Does not comply with CalPERS laws.

Note: At this time, LACOE is not requiring districts to discontinue using the periodic stipend method in HRS. Refer to Informational Bulletin No. [4994](#) dated April 24, 2019. However, with the implementation of the BEST System, districts will be required to:

- ✓ Separate pay rate from special compensation pay.
- ✓ Pay and report special compensation in conjunction to CalPERS laws.

CalPERS Reporting Using Periodic vs Dated Stipends

Dated Stipend

HRS Function 01, Screen 005

					** PER - SALARY/PAY RATE - UPD *		0105
FF0260202 DOW,JOHN C		EFFEC DATE: ____		ACTNS: ____			
		RET ACTN DT: ____		RET ACTN: ____			
JOB 4	POSITION 550204	JOB CLASS 923300 INSTRUCTIONAL AIDE			PRIME JOB: P		
CYCLE <u>C3</u>	BASIS <u>H</u>	PAY MOS <u>10</u>	ILL PLAN <u>NA</u>	VAC PLAN <u>NA</u>	TIME RPT LOCN <u>005</u>	TIME RPT CD <u>T</u>	EARNINGS TYPES <u>REG</u> <u>OVT</u> <u>H</u> ____
SCHED/RANGE/STEP <u>M</u> <u>639</u> <u>05</u>	EFF DATE <u>02 01 2016</u>	%FULL-TIME <u>100.00</u>	CALC METH __	FULL-TIME RATE <u>22.340</u>		SALARY RATE <u>22.340</u>	
STIPENDS: <u>BI 1 BILINGL BIL 99 99 9999</u>							
RETIRE RATE <u>22.340</u> O/RIDE ____ WORK DAYS <u>216.0</u> WORK CAL <u>10</u> WORK HRS/DY <u>8.00</u> SESS TYPE ____							
RETIREMENT: PLAN <u>P9</u>		STATUS <u>M</u>	SPL __	EFF DATE <u>02 01 2006</u>	PERS CASE STS __	STRS CLS CD	STRS BASE HRS .00
(002) - ENTER YOUR CHANGES.							
TRANS: 005		EID: FF0260202		JOB: 1		DISTRICT: 11111	

Salary Schedule

** CTL - SALARY SCHEDULE-RANGE/STEP-ALL OTHERS - INQUIRY **							1625
VERSION: <u>C</u>		SCHEDULE: <u>M</u>		RANGE: <u>639</u>			
DISTRICT 11111	MAX STEP 05	EFFECTIVE DATE 07 01 15	IMPLEMENT DATE 08 11 16	ADOPTION DATE 05 17 16			
EDCODE	MINS: MO	0.00 HR	0.000 DA	0.00 AN	0.00 LU	0.00	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

MONTHLY:							
3187.98	3347.08	3520.10	3689.15	3874.10	0.00	0.00	0.00
HOURLY:							
18.400	19.310	20.270	21.280	22.340	0.000	0.000	0.000
DAILY:							
147.14	154.48	162.19	170.28	178.81	0.00	0.00	0.00
ANNUAL:							
38255.80	40164.92	42241.19	44269.83	46489.14	0.00	0.00	0.00

CalPERS Reporting Using Periodic vs Dated Stipends

Stipend Schedule

** CTL - STIPEND TABLE - INQUIRY **						1626	
VERSION: <u>C</u>			STIPEND CODE: <u>BI</u>				
DISTRICT	STIPEND NAME	CALC IND	EFFECTIVE DATE	IMPLEMENT DATE	ADOPTION DATE		
11111	BILINGL	A	07 01 11	05 30 12	01 24 12		
LEVELS							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

MONTHLY:							
200.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00
HOURLY:							
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DAILY:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ANNUAL:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LUMP:							
200.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00

Retirement reporting line to CalPERS using dated stipends:

BEGIN	END	EARN		EARN	RETIRE	SUBJECT		DEDUCT
MO/DA	DATE	TYPE	UNITS	AMOUNT	REP RATE	AMOUNT	PL-S-I	AMOUNT
0601	063017	REG	64.53	1441.60	22.340	1441.60	P9M	100.91
0601	063017	BIL	.00	200.00	200.000	200.00	P9M	14.00

Pay Rate = \$ 22.34 (per publicly available salary schedule)

Bilingual = \$ 200.00

2 reporting lines

Summary:

- CalPERS receives **two** lines of data that is required.
- Regular earnings of \$1,441.60 is reported separately.
- The bilingual payment is reported separately and is identified by category and type.
- Complies with CalPERS reporting requirements.

Common Reporting Errors

The California Public Employees' Retirement System (CalPERS) issued [Circular Letter:200-019-20](#), dated July 28, 2020, which issued additional guidelines for special compensation reporting. Below are a few of the common reporting errors.

- **Lump-Sum reporting**

Lump-sum reporting occurs when special compensation items, i.e. off-salary schedule payments are reported as a single lump-sum amount as it was paid. Per Gov. Code sections 20636, 20636.1, and 7522.34, special compensation items shall be reported in the pay period in which they were earned, regardless of when paid. For example, a district may pay and report an off-salary schedule payment in June as a lump-sum amount of \$1,200 for the entire year. CalPERS is now enforcing the law to have the payment reported on a monthly basis as follows:

Begin Date	End Date	Monthly Pay Rate	Reportable Earnings	Special Compensation
7/1/2020	7/31/2020	\$5,000	\$5,000	\$100
8/1/2020	8/31/2020	\$5,000	\$5,000	\$100
9/1/2020	9/30/2020	\$5,000	\$5,000	\$100
10/1/2020	10/31/2020	\$5,000	\$5,000	\$100
11/1/2020	11/30/2020	\$5,000	\$5,000	\$100
12/1/2020	12/31/2020	\$5,000	\$5,000	\$100
1/1/2021	1/31/2021	\$5,000	\$5,000	\$100
2/1/2021	2/28/2021	\$5,000	\$5,000	\$100
3/1/2021	3/31/2021	\$5,000	\$5,000	\$100
4/1/2021	4/30/2021	\$5,000	\$5,000	\$100
5/1/2021	5/31/2021	\$5,000	\$5,000	\$100
6/1/2021	6/30/2021	\$5,000	\$5,000	\$100
			\$60,000	\$1,200

Incorrect Reporting would be reporting the \$1,200 in only one month as follows:

Begin Date	End Date	Monthly Pay Rate	Reportable Earnings	Special Compensation
7/1/2020	7/31/2020	\$5,000	\$5,000	
And so on...				
5/1/2021	5/31/2021	\$5,000	\$5,000	
6/1/2021	6/30/2021	\$5,000	\$5,000	\$1,200

- **Top Step Requirements**

Some employers only allow employees to be eligible to receive special compensation such as longevity pay only if the employee attains the highest step. This top-step requirement will create a group or class disparity, as it separates work-related grouping from other members. In this case, the special compensation is no longer available to all members in the group or class.

Common Reporting Errors

- Bonus Pay

Bonus pay is compensation paid to members based on superior performance within a guideline and system in place. however, it is commonly misreported as special compensation when paid. The MOU/Labor should clearly define the objective criteria, terms, and conditions for compliance regarding how and when to measure the defined superior performance. *Note:* Bonus pay is not reportable for PEPRAs members.

- Temporary Upgrade Pay for Classic Members

Temporary upgrade pay (TUP) should not be reported for members who are only taking on additional duties of an upgraded position, while continuing to perform their current duties. When a member maintains their current duties while concurrently assuming additional duties of an upgraded position, the additional duties do not meet the definition of TUP. They meet the definition of overtime as set forth in Gov. Code section 20635; overtime is not reportable for pensionable purposes to CalPERS. Personnel action forms and related personnel documents will determine if the member was performing additional duties or full duties of the upgraded position. *Note:* Temporary upgrade pay is not reportable for PEPRAs Members.

Los Angeles County Office of Education
Standardized Earnings Codes for Reporting Special Compensation Payments in HRS

HRS Earnings Code (Monthly)	HRS Earnings Code (Time-Based)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
		Accountant	Compensation to <u>rank and file</u> employees who are <i>routinely and consistently</i> responsible for developing the employer's budget.	Special Assignment (SAP)	AAP	Y	Y
ASP		Administrative Secretary Premium	Compensation to an <u>administrative secretary</u> responsible for coordinating meetings, plans and other specialized activities for the governing board of the contracting agency or school employer.	Special Assignment (SAP)	ASP	Y	Y
ASE		Automotive Service Excellence (National Institute of)	Compensation to <u>mechanics</u> who obtain and maintain a National Institute of Automotive Service Excellence (NIASE) certificate.	Educational Pay (EDP)	NAS	Y	Y
		Audio Visual Premium	Compensation to <u>miscellaneous</u> employees who are <i>routinely and consistently</i> responsible for operating audio-visual equipment.	Special Assignment (SAP)	AVP	Y	Y
		Auditorium Preparation	Compensation to school employees who are <i>routinely and consistently</i> assigned to prepare auditorium(s), i.e. setting up stages, lighting, props and chairs for performing arts purposes.	Special Assignment (SAP)	APR	Y	Y
BIL	BIH	Bilingual	Compensation to employees who are <i>routinely and consistently</i> assigned to positions requiring communication skills in languages other than English.	Special Assignment (SAP)	BBP	Y	Y
BSS		Bonus: (Performance or Merit)	Compensation to employees for <u>superior performance</u> such as "annual performance bonus" or "merit pay." A program or system must be in place to plan and identify performance goals and objectives. If provided (paid) only during a member's final compensation period, it shall be excluded from the final compensation as "final settlement" pay.	Incentive Pay (ICP)	BON	Y	N
BAP		Branch Assignment	Compensation to employees who are <i>routinely and consistently</i> assigned to a branch office or work site that is defined as " <u>rural</u> " or " <u>remote</u> " in the written labor agreement.	Special Assignment (SAP)	BAP	Y	Y
KN9		Canine Officer/Animal	Compensation to local police officers, county peace officers and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to handle, train and board a canine or horse. Compensation shall not include veterinarian fees, feed or other reimbursable expenses for upkeep of the animal.	Special Assignment (SAP)	COA	Y	Y
		Certified Public Accountant	Compensation to <u>miscellaneous</u> employees passing an exam and receiving a license as a Certified Public Accountant.	Educational Pay (EDP)	CPA	Y	Y
		Circulation Librarian	Compensation to library staff who are <i>routinely and consistently</i> assigned to the circulation desk of the library.	Special Assignment (SAP)	CLP	Y	Y
		Computer Operations Premium	Compensation to employees who have <u>special knowledge</u> of computer processes and applications.	Special Assignment (SAP)	COP	Y	Y
DIF		Confidential	Compensation to rank and file employees who are <i>routinely and consistently</i> assigned to <u>sensitive positions</u> requiring trust and discretion.	Special Assignment (SAP)	CCP	Y	Y
		Contract Administrator Coordinator	Compensation to school employees who <i>routinely and consistently</i> coordinate administrative contracts for instruction or facility maintenance.	Special Assignment (SAP)	CAC	Y	Y
		Crime Scene Investigator	Compensation to local police, county peace officer, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to analyze and explore a crime scene.	Special Assignment (SAP)	CSI	Y	Y

Los Angeles County Office of Education
Standardized Earnings Codes for Reporting Special Compensation Payments in HRS

HRS Earnings Code (Monthly)	HRS Earnings Code (Time-Based)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
		D.A.R.E.	Compensation to local police officers, county peace officers, and school police or security officers who <i>routinely and consistently</i> provide training to students on drug abuse resistance.	Special Assignment (SAP)	DAP	Y	Y
DGR		Degree: Undergraduate, Graduate, Doctoral	Compensation to school district employees who are <u>required</u> to obtain a specified degree.	Educational Pay (EDP)	UGD	Y	Y
DDP		Detective Division Premium	Compensation to local police officers, county peace officers, and <u>school police, or security officers</u> who are <i>routinely and consistently</i> assigned to a detective or investigative division or intelligence duties.	Special Assignment (SAP)	DDP	Y	Y
		Dictation/Shorthand/Typing	Compensation to <u>clerical</u> employees for short hand, dictation or typing at a specified speed.	Incentive Pay (ICP)	DST	Y	Y
		DUI Traffic Officer	Compensation to local police officers, county peace officers, and school police or security officers who <i>routinely and consistently</i> assigned to enforce Driving Under the Influence (DUI) of alcohol or drug laws.	Special Assignment (SAP)	DTO	Y	Y
EIN	EIH	Educational Incentive	Compensation to employees for completing educational courses, certificates and degrees which enhance their ability to do their job. A <u>program or system</u> must be in place to evaluate and approve acceptable courses. The cost of education that is required for the employee's current job classification is not included in this item of special compensation.	Educational Pay (EDP)	EEI	Y	Y
		Emergency Medical Technical Pay	Compensation to <u>safety employees</u> who obtain and maintain an emergency medical technician (EMT) certification	Educational Pay (EDP)	EMT	Y	Y
		Fair Labor Standards Act (FLSA)	Compensation paid for normal full-time work schedule including premium pay required by FLSA. (<i>Only School Police contracts</i>)	Statutory Items (SSI)	FLS	Y=Safety	Y=Safety
		Gang Detail Assignment	Compensation to local police officers, county peace officers, and school police or security officers who <i>routinely and consistently</i> assigned to enforce laws relating to a group of individuals banded together for unlawful activities.	Special Assignment (SAP)	GDA	Y	Y
GAR		Government Agency Required License	Compensation to employees receiving and maintaining a license required by government or regulatory agencies to perform their duties.	Educational Pay (EDP)	GAR	Y	Y
		Hazard Premium	Compensation to employees who are <u>routinely and consistently</u> exposed to toxic, radioactive, explosive, or other hazardous substances or perform hazardous activities to implement health or safety procedures.	Special Assignment (SAP)	HZP	Y	Y
		Holiday Pay	Additional compensation for employees who are normally required to work on an approved holiday because they work in positions that require scheduled staffing without regard to holidays. If these employees are <u>paid over and above their normal monthly rate of pay for approved holidays</u> , the additional compensation is holiday pay and reportable to CalPERS.	Statutory Items (SSI)	HPP	Y	Y
		Juvenile Officer	Compensation to local police officers, county peace officers and school police or security officer who <i>routinely and consistently</i> assigned to enforce laws that restrict the activities of juveniles.	Special Assignment (SAP)	JOP	Y	Y
LWS		Lead Worker/Supervisor	Compensation to employees who are <i>routinely and consistently</i> <u>assigned to a lead or supervisory</u> position over other employee's subordinate classification or agency-sponsored program participants.	Special Assignment (SAP)	LWP	Y	Y
LON	LOH	Longevity	Additional compensation to employees who have been with an employer, or in a specified job classification, for a certain minimum period of time <u>exceeding five years</u> .	Incentive Pay (ICP)	LLP	Y	Y

Los Angeles County Office of Education
Standardized Earnings Codes for Reporting Special Compensation Payments in HRS

HRS Earnings Code (Monthly)	HRS Earnings Code (Time-Based)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
		Management Incentive Pay	Compensation granted to management employees in the form of additional time off or extra pay due to the unique nature of their job. Employees within the group <u>cannot have the option to take time off or receive extra pay.</u> This compensation must be reported periodically as earned and must be for duties performed during normal work hours. This compensation cannot be for overtime, or in lieu of other benefits excluded under the statutes, nor for special compensation not otherwise list in section 571.	Incentive Pay (ICP)	MIP	Y	N
		Marksmanship Pay	Compensation to local police officers, county peace officers and <u>school police</u> or security officer who meets an established criterion, such as "certification" as a marksperson.	Incentive Pay (ICP)	MKP	Y	Y
		Master Police Officer	Compensation to local police officers, county peace officers and <u>school police</u> or security officer who meets specified requirements, years of employment, performance standards, education, Peace Officer Standard Training (POST) and perform a specialty assignment.	Incentive Pay (ICP)	MPO	Y	Y
		Motor Coach Operator (MCO) Instructor	Compensation to miscellaneous employees who are routinely and consistently assigned to train MCOs, i.e. bus drivers.	Special Assignment (SAP)	MCI	Y	Y
		Narcotic Division	Compensation to local police officers, county peace officers and school police or security officer who <i>routinely and consistently</i> assigned to drug enforcement.	Special Assignment (SAP)	NDP	Y	Y
NOT		Notary Pay	Compensation to clerical employees who obtain and maintain a notary public certificate from the State of California or are deputized by an agency's chief administrative officer to <u>sign legal or financial documents for the agency.</u>	Educational Pay (EDP)	NPP	Y	Y
OPL		Off-Salary Schedule	Compensation <u>in addition to base salary</u> paid in similar lump-sum amounts to a group or class of employees. These payments are routinely negotiated through collective bargaining in lieu of increases to the salary schedule. These payments are based on a similar percent of a salary schedule <u>not to exceed 6% per fiscal year.</u> The contracting agency or school employer may adopt similar action for non-represented groups or classes of employment as were negotiated through collective bargaining.	Incentive Pay (ICP)	OSP	Y	N
		Patrol	Compensation to local police officers, county peace officers and <u>school police</u> or security officer who <i>routinely and consistently</i> assigned to patrol detail.	Special Assignment (SAP)	PAP	Y	Y
POS		Peace Officer Standard Training (POST) Certificate Pay	Compensation to local police officers, county peace officers and school police or security officers who obtain (POST) certification.	Educational Pay (EDP)	POS	Y	Y
		Physical Fitness Program	Compensation to local security members and school safety security officers who meets an established physical fitness criterion.	Incentive Pay (ICP)	PFP	Y	Y
		Police Administrative Officer	Compensation to rank and file police officers, county peace officers, and school police or security officers who are <u>routinely and consistently</u> assigned to police administration to provide support for the police chief and command staff in the operation of the police department.	Special Assignment (SAP)	PAO	Y	Y
		Police Investigator	Compensation to <u>rank and file</u> police officers, county peace officers, and school police or security officers who are <i>routinely and consistently</i> assigned to analyze crimes or investigate accidents.	Special Assignment (SAP)	PIP	Y	Y

Los Angeles County Office of Education
Standardized Earnings Codes for Reporting Special Compensation Payments in HRS

HRS Earnings Code (Monthly)	HRS Earnings Code (Time-Based)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
		Police Liaison	Compensation to rank and file police officers, county peace officers, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to function as a liaison between special persons, groups or courts and the police/sheriff department.	Special Assignment (SAP)	PLP	Y	Y
		Police Polygraph Officer	Compensation to local police officers, county peace officers, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to administer and interpret polygraph exams.	Special Assignment (SAP)	PPO	Y	Y
		Range Master	Compensation to local police officers, county peace officers, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to supervise the target range facilities and all related activities.	Special Assignment (SAP)	RMP	Y	Y
		Reading Specialist	Compensation to certificated employees who have obtained special training and provide literacy instruction as part of their teaching duties.	Educational Pay (EDP)	RSP	Y	Y
		Safety Officer Training/Coordinator	Compensation to employees who are <i>routinely and consistently</i> assigned to instruct personnel in safety procedures.	Special Assignment (SAP)	SOT	Y	Y
SYP		School Yard Premium	Compensation to <u>part-time school district employees</u> who are <i>routinely and consistently</i> assigned to supervise students during recreation.	Special Assignment (SAP)	SYP	Y	Y
SEV	SVH	Severely Disabled	Compensation to <u>school instructional aides</u> who are <i>routinely and consistently</i> assigned to work with severely disabled students.	Special Assignment (SAP)	SDP	Y	Y
SSD	SSH	Shift Differential	Compensation to employees who are <i>routinely and consistently</i> scheduled to work other than a standard 'daytime' shift.	Special Assignment (SAP)	SDD	Y	Y
		Solo Patrol	Compensation to local police officers, county peace officers, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to patrol alone in vehicles.	Special Assignment (SAP)	SSP	Y	Y
		Special Class Driver's License	Compensation to <u>school bus drivers</u> or street maintenance employees who are required to obtain and maintain a special class driver's license to perform their duties.	Educational Pay (EDP)	SCD	Y	Y
TUP	TPH	Temporary Upgrade Pay	Compensation to employees who are required by their employer, or governing board or body, to <u>work in an upgraded position/classification of limited duration</u> . (Must assume full duties of higher position to be creditable).	Premium Pay (PPP)	TUP	Y	N
TRP		Training	Compensation to employees who are <i>routinely and consistently</i> assigned to train employees.	Special Assignment (SAP)	TPP	Y	Y
UNP		Uniform (district pays the cost)	<u>The monetary value</u> for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health & safety such as protective vest, pistol, bullets and safety shoes.	Statutory Items (SSI)	UAA	Y	N
UNI		Uniform (funds given to employees)	<u>Compensation paid</u> for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health & safety such as protective vest, pistol, bullets and safety shoes.	Statutory Items (SSI)	UAA	Y	N

Pay Event Code (S)	Pay Event Code (% based on Time)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
\$ Paid Every Pay Period	% Paid Every Pay Period						
ACCT		Accountant	Compensation to <u>rank and file</u> employees who are <i>routinely and consistently</i> responsible for developing the employer's budget.	Special Assignment (SAP)	AAP	Y	Y
ADSEC		Administrative Secretary Premium	Compensation to an <u>administrative secretary</u> responsible for coordinating meetings, plans and other specialized activities for the governing board of the contracting agency or school employer.	Special Assignment (SAP)	ASP	Y	Y
	ASE, ASE01, ASE02, ASE03, ASE04, ASE05, ASE06	Automotive Service Excellence (National Institute of)	Compensation to <u>mechanics</u> who obtain and maintain a National Institute of Automotive Service Excellence (NIASE) certificate.	Educational Pay (EDP)	NAS	Y	Y
AUDIO		Audio Visual Premium	Compensation to <u>miscellaneous</u> employees who are <i>routinely and consistently</i> responsible for operating audio-visual equipment.	Special Assignment (SAP)	AVP	Y	Y
ADTRM		Auditorium Preparation	Compensation to school employees who are <i>routinely and consistently</i> assigned to prepare auditorium(s), i.e. setting up stages, lighting, props and chairs for performing arts purposes.	Special Assignment (SAP)	APR	Y	Y
BILIG (Bilingual) / BILTD (bilingual)	BILPE	Bilingual	Compensation to employees who are <i>routinely and consistently</i> assigned to positions requiring communication skills in languages other than English.	Special Assignment (SAP)	BBP	Y	Y
1) PERBO 2) MERIT		Bonus: (Performance or Merit)	Compensation to employees for <u>superior performance</u> such as "annual performance bonus" or "merit pay." A program or system must be in place to plan and identify performance goals and objectives. If provided (paid) only during a member's final compensation period, it shall be excluded from the final compensation as "final settlement" pay.	Incentive Pay (ICP)	BON	Y	N
BRNCH		Branch Assignment	Compensation to employees who are <i>routinely and consistently</i> assigned to a branch office or work site that is defined as "rural" or "remote" in the written labor agreement.	Special Assignment (SAP)	BAP	Y	Y
CANIN		Canine Officer/Animal	Compensation to local police officers, county peace officers and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to handle, train and board a canine or horse. Compensation shall not include veterinarian fees, feed or other reimbursable expenses for upkeep of the animal.	Special Assignment (SAP)	COA	Y	Y
CPA		Certified Public Accountant	Compensation to <u>miscellaneous</u> employees passing an exam and receiving a license as a Certified Public Accountant.	Educational Pay (EDP)	CPA	Y	Y
CIRLB		Circulation Librarian	Compensation to library staff who are routinely and consistently assigned to the circulation desk of the library.	Special Assignment (SAP)	CLP	Y	Y
CMOP		Computer Operations Premium	Compensation to employees who have <u>special knowledge</u> of computer processes and applications.	Special Assignment (SAP)	COP	Y	Y
CONFD		Confidential	Compensation to rank and file employees who are <i>routinely and consistently</i> assigned to <u>sensitive positions</u> requiring trust and discretion.	Special Assignment (SAP)	CCP	Y	Y
CONAD		Contract Administrator Coordinator	Compensation to school employees who <i>routinely and consistently</i> coordinate administrative contracts for instruction or facility maintenance.	Special Assignment (SAP)	CAC	Y	Y
CSI		Crime Scene Investigator	Compensation to local police, county peace officer, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to analyze and explore a crime scene.	Special Assignment (SAP)	CSI	Y	Y
DARE		D.A.R.E.	Compensation to local police officers, county peace officers, and school police or security officers who <i>routinely and consistently</i> provide training to students on drug abuse resistance.	Special Assignment (SAP)	DAP	Y	Y

Attachment 4 to:
Info. Bul. No. 5467
SFS-A23-2021-2022

Los Angeles County Office of Education
Standardized Earnings Code for Reporting Special Compensation Payments in BEST - HCM

Pay Event Code (S)	Pay Event Code (% based on Time)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
\$ Paid Every Pay Period	% Paid Every Pay Period						
DRPER=Doctorate MPERS=Master's BACH=Bachelor's		Degree: Undergraduate, Graduate, Doctoral	Compensation to school district employees who are <u>required</u> to obtain a specified degree.	Educational Pay (EDP)	UGD	Y	Y
DTECT		Detective Division Premium	Compensation to local police officers, county peace officers, and <u>school police, or security officers</u> who are <i>routinely and consistently</i> assigned to a detective or investigative division or intelligence duties.	Special Assignment (SAP)	DDP	Y	Y
DICT=Dictation TYPE=Typing	SHORT (Shorthand)	Dictation/Shorthand/Typing	Compensation to <u>clerical</u> employees for short hand, dictation or typing at a specified speed.	Incentive Pay (ICP)	DST	Y	Y
DUI		DUI Traffic Officer	Compensation to local police officers, county peace officers, and school police or security officers who <i>routinely and consistently</i> assigned to enforce Driving Under the Influence (DUI) of alcohol or drug laws.	Special Assignment (SAP)	DTO	Y	Y
EEI (substantiated)	EEIP (substantiated)	Educational Incentive	Compensation to employees for completing educational courses, certificates and degrees which enhance their ability to do their job. A <u>program</u> or system must be in place to evaluate and approve acceptable courses. The cost of education that is required for the employee's current job classification is not included in this item of special compensation.	Educational Pay (EDP)	EEI	Y	Y
EMTP		Emergency Medical Technical Pay	Compensation to <u>safety employees</u> who obtain and maintain an emergency medical technician (EMT) certification	Educational Pay (EDP)	EMT	Y	Y
	FLSOT	Fair Labor Standards Act (FLSA)	Compensation paid for normal full-time work schedule including premium pay required by FLSA. (<i>Only School Police contracts</i>)	Statutory Items (SSI)	FLS	Y=Safety	Y=Safety
GNGDA		Gang Detail Assignment	Compensation to local police officers, county peace officers, and school police or security officers who <i>routinely and consistently</i> assigned to enforce laws relating to a group of individuals banded together for unlawful activities.	Special Assignment (SAP)	GDA	Y	Y
GVAL	GVAL	Government Agency Required License	Compensation to employees receiving and maintaining a license required by government or regulatory agencies to perform their duties.	Educational Pay (EDP)	GAR	Y	Y
	HAZRD	Hazard Premium	Compensation to employees who are <u>routinely and consistently</u> exposed to toxic, radioactive, explosive, or other hazardous substances or perform hazardous activities to implement health or safety procedures.	Special Assignment (SAP)	HZP	Y	Y
	HOLWP	Holiday Pay	Additional compensation for employees who are normally required to work on an approved holiday because they work in positions that require scheduled staffing without regard to holidays. If these employees are <u>paid over and above their normal monthly rate of pay for approved holidays</u> , the additional compensation is holiday pay and reportable to CalPERS.	Statutory Items (SSI)	HPP	Y	Y
JUVIO		Juvenile Officer	Compensation to local police officers, county peace officers and school police or security officer who <i>routinely and consistently</i> assigned to enforce laws that restrict the activities of juveniles.	Special Assignment (SAP)	JOP	Y	Y
LEADW		Lead Worker/Supervisor	Compensation to employees who are <i>routinely and consistently</i> <u>assigned to a lead or supervisory position</u> over other employee's subordinate classification or agency-sponsored program participants.	Special Assignment (SAP)	LWP	Y	Y
LONG (12 months), LONJA (exclude July & Aug), LONJL (exclude July),	LONG1, LONG2, LONG3, LONG4, LONG5, LONG6, LONG7, LONG8. (Lon % Paid every pay period upto 8 steps)	Longevity (Additional pay events are available if needed)	Additional compensation to employees who have been with an employer, or in a specified job classification, for a certain minimum period of time <u>exceeding five years</u> .	Incentive Pay (ICP)	LLP	Y	Y

Pay Event Code (S)	Pay Event Code (% based on Time)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
\$ Paid Every Pay Period	% Paid Every Pay Period						
MIP		Management Incentive Pay	Compensation granted to management employees in the form of additional time off or extra pay due to the unique nature of their job. Employees within the group cannot have the option to take time off or receive extra pay. This compensation	Incentive Pay (ICP)	MIP	Y	N
MKP		Marksmanship Pay	Compensation to local police officers, county peace officers and <u>school police</u> or security officer who meets an established criterion, such as "certification" as a marksperson.	Incentive Pay (ICP)	MKP	Y	Y
MSTPO		Master Police Officer	Compensation to local police officers, county peace officers and <u>school police</u> or security officer who meets specified requirements, years of employment, performance standards, education, Peace Officer Standard Training (POST) and perform a specialty assignment.	Incentive Pay (ICP)	MPO	Y	Y
MCOI		Motor Coach Operator (MCO) Instructor	Compensation to miscellaneous employees who are routinely and consistently assigned to train MCOs, i.e. bus drivers.	Special Assignment (SAP)	MCI	Y	Y
NARCO		Narcotic Division	Compensation to local police officers, county peace officers and school police or security officer who <u>routinely and consistently</u> assigned to drug enforcement.	Special Assignment (SAP)	NDP	Y	Y
NOTRY		Notary Pay	Compensation to <u>clerical employees</u> who obtain and maintain a notary public certificate from the State of California or are deputized by an agency's chief administrative officer to <u>sign legal</u> or financial documents for the agency.	Educational Pay (EDP)	NPP	Y	Y
OPPYL	OFPLP	Off-Salary Schedule	Compensation in addition to base salary paid in similar lump-sum amounts to a group or class of employees. These payments are routinely negotiated through collective bargaining in lieu of increases to the salary schedule. These payments are based on a similar percent of a salary schedule <u>not to exceed 6% per fiscal year</u> . The contracting agency or school employer may adopt similar action for non-represented groups or classes of employment as were negotiated through collective bargaining.	Incentive Pay (ICP)	OSP	Y	N
PATRL		Patrol	Compensation to local police officers, county peace officers and <u>school police</u> or security officer who <u>routinely and consistently</u> assigned to patrol detail.	Special Assignment (SAP)	PAP	Y	Y
	POST	Peace Officer Standard Training (POST) Certificate Pay	Compensation to local police officers, county peace officers and school police or security officers who obtain (POST) certification.	Educational Pay (EDP)	POS	Y	Y
PFP		Physical Fitness Program	Compensation to local security members and school safety security officers who meets an established physical fitness criterion.	Incentive Pay (ICP)	PFP	Y	Y
PAO		Police Administrative Officer	Compensation to <u>rank and file</u> police officers, county peace officers, and school police or security officers who are <u>routinely and consistently</u> assigned to police administration to provide support for the police chief and command staff in the operation of the police department.	Special Assignment (SAP)	PAO	Y	Y
	INVG	Police Investigator	Compensation to <u>rank and file</u> police officers, county peace officers, and school police or security officers who are <u>routinely and consistently</u> assigned to analyze crimes or investigate accidents.	Special Assignment (SAP)	PIP	Y	Y
PLISN		Police Liaison	Compensation to <u>rank and file</u> police officers, county peace officers, and <u>school police</u> or security officers who are <u>routinely and consistently</u> assigned to function as a liaison between special persons, groups or courts and the police/sheriff department.	Special Assignment (SAP)	PLP	Y	Y

Los Angeles County Office of Education
Standardized Earnings Code for Reporting Special Compensation Payments in BEST - HCM

Pay Event Code (S)	Pay Event Code (% based on Time)	Special Compensation	CalPERS Definitions	CalPERS Category	CalPERS Type (RPRC)	Classic	PEPRA
School Police: Definitions containing the word "school police" only pertains to 5 districts that have a "school police contract" with CalPERS.							
\$ Paid Every Pay Period	% Paid Every Pay Period						
PPOLY		Police Polygraph Officer	Compensation to local police officers, county peace officers, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to administer and interpret polygraph exams.	Special Assignment (SAP)	PPO	Y	Y
	RNGMS	Range Master	Compensation to local police officers, county peace officers, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to supervise the target range facilities and all related activities.	Special Assignment (SAP)	RMP	Y	Y
READ		Reading Specialist	Compensation to <u>certificated</u> employees who have obtained special training and provide literacy instruction as part of their teaching duties.	Educational Pay (EDP)	RSP	Y	Y
SOTC		Safety Officer Training/Coordinator	Compensation to employees who are <i>routinely and consistently</i> assigned to instruct personnel in safety procedures.	Special Assignment (SAP)	SOT	Y	Y
SYARD		School Yard Premium	Compensation to <u>part-time school district</u> employees who are <i>routinely and consistently</i> assigned to supervise students during recreation.	Special Assignment (SAP)	SYP	Y	Y
SEVSP		Severely Disabled	Compensation to <u>school instructional aides</u> who are <i>routinely and consistently</i> assigned to work with severely disabled students.	Special Assignment (SAP)	SDP	Y	Y
SHFTD NIGHT SPLT	SHFT1, SHFT2, SHFT3, (Additional pay events are available for Graveyard and Split Shift if needed)	Shift Differential	Compensation to employees who are <i>routinely and consistently</i> scheduled to work other than a standard 'daytime' shift.	Special Assignment (SAP)	SDD	Y	Y
SPTRL		Solo Patrol	Compensation to local police officers, county peace officers, and <u>school police</u> or security officers who are <i>routinely and consistently</i> assigned to patrol alone in vehicles.	Special Assignment (SAP)	SSP	Y	Y
SCDL		Special Class Driver's License	Compensation to <u>school bus drivers</u> or street maintenance employees who are required to obtain and maintain a special class driver's license to perform their duties.	Educational Pay (EDP)	SCD	Y	Y
TMPUG	TUPP	Temporary Upgrade Pay	Compensation to employees who are required by their employer, or governing board or body, to <u>work in an upgraded position/classification of limited duration</u> . (Must assume full duties of higher position to be creditable).	Premium Pay (PPP)	TUP	Y	N
	TRP	Training	Compensation to employees who are <i>routinely and consistently</i> assigned to train employees.	Special Assignment (SAP)	TPP	Y	Y
UNFRD		Uniform (district pays the cost)	<u>The monetary value</u> for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health & safety such as protective vest, pistol, bullets and safety shoes.	Statutory Items (SSI)	UAA	Y	N
UNFRM		Uniform (funds given to employees)	<u>Compensation paid</u> for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health & safety such as protective vest, pistol, bullets and safety shoes.	Statutory Items (SSI)	UAA	Y	N