PURPOSE:

Based on the new approved Unit 8 Collective Bargaining Agreement (CBA) which was ratified on 11/17/2020, the following procedures shall apply for officers to report eligibility for one of the month-to-month special assignment stipends. These special assignment stipends are paid in addition to those which may be paid in accordance with provision 21.21 of the CBA.

To qualify for a special assignment stipend, officers must receive the associated special assignment in writing. Officers shall not submit for more than four (4) special assignment stipends per pay period. Additionally, officers shall not be eligible for the special assignment stipend for any assignment that is considered part of his/her primary, regular duties or is made pursuant to Article 15 of the CBA.

Based on the specified special assignments listed in the CBA in one of the three categories (21.26, 21.27, or 21.28), we have identified the following special assignments which are currently in use or could be as soon as officers are certified:

(21.26) $100 Special Assignments
   a. Range Master
   g. Special Evidence Technician (FET)
   k. Specialized training and leadership role in Special Reaction Teams (SAI & TMU)
   l. Critical Response Unit (CRU) Team Member
   o. Bilingual Services (Once Certified)

(21.27) $200 Special Assignments
   b. Field Training Officer (FTO), in month when training a newly hired police officer
   d. Officer in Charge (OIC), when assigned for more than one month

(21.28) $400 Special Assignment
   Emergency Medical Technician (EMT)

While there are other special assignments listed in the CBA, we do not currently have anyone assigned to those special assignments within the department. We will be confirming individual special assignments soon via the issuance of a special assignment memorandum to each of you who are currently eligible.
PROCEDURE:

In order to report your eligibility to receive a month to month special assignment you will need to complete a monthly Unit 8 Report of Special Assignment Stipend Report online when completing your payroll documents:

1. Open the AdobeSign form by copying and pasting the below link into your web browser:

2. Sign-in using your university email address to be directed to the MyCI SSO. You will need to include your three (3) numbers if you are an alumni or former student for this to work.

3. Once signed in, you will need to enter the email address for the sergeant and lieutenant who is approving your timesheets. Please be sure to enter the following email addresses for the system to recognize the accounts. For DeBoni and Jetton you will need to include their three (3) numbers when typing the email address into the system. Sergeants should simply list their lieutenant twice.

   SERGEANTS:

   LIEUTENANTS:

4. Once you have entered their email addresses click “Send” at the bottom of the page to start completing the form.

5. Enter the current pay period (month and year) in the first box (i.e. November 2020).

6. Select the special assignments you are reporting for the month. Please note that you cannot select more than four (4) total special assignments during the same pay period.

7. If you are a member of a special response team (Sexual Assault or Threat Management) be sure to select the appropriate team in the associated drop-down menu.

8. If you are certified in bilingual services you must list at least one FI number, citation number, or case number during which you utilized your bilingual services that month.

9. If you are an FTO in a month during which a trainee is participating in our FTP, you must indicate the trainee’s name.

10. If you are assigned as an officer in charge of the shift in lieu of a shift supervisor for more than one month you must indicate the date range during which you served as OIC.

11. If you are an EMT you should always select this stipend and must indicate the month and year your certification expires.
12. Once you have selected the appropriate special assignments, click the signature section to sign the report and click the button (“Click to Sign”) at the bottom of the window to sign the document and send it for approval. Whichever sergeant you listed will then receive an email requesting signature on the form.

SERGEANT/LIEUTENANT APPROVAL:

1. Whichever sergeant/lieutenant is listed on the form during the submission by the officer will need to approve or deny the report.

2. If the form is completed correctly and the officer has selected the correct special assignments, the approving sergeant or lieutenant should click the signature section to sign the report and click the button (“Click to Sign”) at the bottom of the window to sign the document.

3. If the form has any errors or need correction, the approving sergeant or lieutenant should not sign the form. Instead select, “Decline to Sign” from the “options” drop-down menu in the upper left corner of the screen to send the report back to the officer and stop the report from moving through the rest of the process. (The approve/denied check boxed are not to be used). Once you decline to sign the document a text entry box will appear for you to type the reason for not signing the document.

4. Once a lieutenant issues final approval of the special assignment stipend report, the form is automatically sent to CSUCI Payroll services for processing.