

The California State University  
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**Date:** August 3, 2001

**Code:** HR 2001-19

**To:** CSU Presidents

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources



**Subject:** **New Nonrepresented Classifications and Standards:**  
• **Police Officer Cadet - Non-Represented**  
• **Police Officer-Intermittent/Non-Represented**

Two new nonrepresented classifications have been created in the Excluded (E99) employee group, as a result of the agreement reached between the California State University (CSU) and the State University Police Association (SUPA): Police Officer Cadet - Non-Represented and Police Officer-Intermittent/Non-Represented. Classification and Qualification Standards are provided in Attachment A. Employment provisions for each classification are detailed below:

❖ **POLICE OFFICER CADET - Non-Represented**

Class Code: 8346  
CBID: E99  
FLSA: Non-Exempt  
Salary Rate: \$2885 per month for fiscal year 2001/02. Refer to the CSU Salary Schedule for future updates.

**Appointment Information:**

- All cadet appointments effective July 1, 2001 or later must be made to the Excluded classification. Employees appointed to the Unit 8 Police Officer Cadet classification (class code 8345) on or after July 1, 2001, must be corrected in the PIMS database to the new class code 8346. (In Item 215, reference "HR 2001-19"). Cadet appointments effective June 30, 2001 or earlier will remain in the Unit 8 classification for the duration of the appointment.
- Appointments are generally seven (7) months during which the cadet completes basic academy training.

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**Distribution:**

Vice Presidents, Administration  
Vice Presidents, Student Affairs  
Chiefs of Police  
Human Resources Directors

Associate VPs/Deans of Faculty Affairs  
Benefit Officers  
Payroll Managers  
SOSS Director

- Appointments are temporary in nature. Employees in this classification do not receive permanent status and do not earn seniority points.
- Upon completion of basic academy training including the attainment of the P.O.S.T. Certification, and after being sworn in, the cadet may be appointed as a Police Officer (class code 8350) in Unit 8.

**Health Benefits:**

- Cadets with full-time appointments greater than six (6) months are eligible for health, dental and vision benefits.

**Shift Differential:**

- A cadet who works four (4) or more hours between 6:00 p.m. and midnight (exclusive of overtime) shall be paid a shift differential of twenty-three cents (23¢) per hour for the employee's entire shift.
- A cadet who works four (4) or more hours between midnight and 6:00 a.m. (exclusive of overtime) shall be paid a shift differential of twenty-eight cents (28¢) per hour for the employee's entire shift.
- Shift differential paid to an eligible employee shall be included along with the employee's regular salary for the purposes of calculating overtime.

**Uniform Allowance:**

- Cadets who are required to wear a uniform shall earn a uniform allowance of \$57.00 per qualifying month of service. The total uniform allowance earned by an employee shall be paid in a lump sum in October of each calendar year. Uniform allowance payments are subject to Public Employees' Retirement Plan (PERS) withholding (Earnings ID = "S1").

**Leave Benefits:**

- Cadets are eligible for vacation, sick leave, catastrophic leave, holiday pay and two (2) days of bereavement leave in the event of the death of an immediate family member.

**Disability Benefits:**

- Cadets are eligible for NDI and IDL.

**Retirement Benefits:**

- Cadets with full-time appointments greater than six (6) months are eligible for PERS Miscellaneous Tier 1 retirement benefits.
- Cadets can participate in supplemental retirement plans such as tax shelter annuities (403b) and State Savings Plus program (457 and 401k).

❖ **POLICE OFFICER – Intermittent/Non-Represented**

Class Code: 8347  
CBID: E99  
FLSA: Non-Exempt  
Salary Rate: \$18.90 to \$31.50 per hour for fiscal year 2001/02. Refer to the CSU Salary Schedule for future updates.

**Appointment Information:**

- This classification is for all intermittent sworn police officers only.
- All intermittent police officer appointments effective July 1, 2001 or later must be made to the excluded classification. Employees intermittently appointed to a Unit 8 classification on or after July 1, 2001, must be corrected in the PIMS database to the new class code 8347. (In Item 215, reference “HR 2001-19”).
- Appointments are temporary in nature. Employees in these classifications do not receive permanent status and do not earn seniority points.

**Health Benefits: Not eligible**

**Shift Differential: Not eligible**

**Uniform Allowance: Not eligible**

**Leave Benefits:**

- Intermittent sworn police officers are eligible for vacation, sick leave, catastrophic leave and holiday pay on a pro-rata basis.

**Disability Benefits: Generally, not eligible.**

**Retirement Benefits:**

- Intermittent sworn police officers who previously have not been enrolled in PERS should be enrolled in the PST retirement program. Employee contributions are in lieu of social security.

If you have questions or concerns, please contact Human Resources Administration at (562) 951-4411. This HR Letter is also available on Human Resources Administration’s web page at: <http://www.calstate.edu/HRAdm/memos.shtml>

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# Classification and Qualification



# STANDARDS

The California State University System

## Police Officer Cadet - Non-Represented

*Class Code: 8346*

*Established: 07-01-01*

### OVERVIEW

The Cadet is a non-sworn officer in a trainee capacity. Incumbents attend a P.O.S.T. certified academy to develop the minimum qualifications necessary to assume a position as a sworn police officer. Upon successful completion of the required P.O.S.T. training within the required timeframe and the discretion of management, the Police Officer Cadet may be appointed to the classification of Police Officer (Class Code 8350) on a probationary basis.

The primary responsibility of the Cadet is to attend the prescribed training sessions to learn the principles, practices and theory of criminal and civil law enforcement and codified and case law. The cadet also receives training in report writing, physical fitness techniques, firearms use and maintenance, and arrest and control techniques. Under close supervision, the Cadet may assist other police officers in the performance of their duties.

Appointments to this classification are temporary in nature and typically do not exceed seven (7) months.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- High school diploma or equivalent and eligibility to attend a certified Peace Officer Standards and Training (P.O.S.T.) basic training academy.

#### Knowledge and Skills

- Valid California driver's license at time of appointment.
- Ability to qualify for and satisfactorily meet the ongoing standards of the basic P.O.S.T. academy training.
- Mental capacity, physical agility and learning potential to perform all aspects of P.O.S.T. training and police work.

# Classification and Qualification



# STANDARDS

The California State University System

## Police Officer - Intermittent/Non-Represented

Class Code: 8347  
Established: 07-01-01

### OVERVIEW

This classification is for intermittent sworn police officer appointments only. Under general supervision, the primary responsibility of a police officer is to protect students, faculty, staff, campus visitors, property, and facilities from accidents, bodily harm, fire, theft, vandalism, and illegal entry; enforce laws and traffic regulations; apprehend violators; provide general information and assistance to the public; assist in investigations; and assist in crowd control for campus events.

Police officers patrol campus buildings and grounds by foot or by vehicle; control crowds during assemblies or disturbances; guard property; investigate and prepare reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace; and gather evidence, make arrests, and appear in court as required. Work assignments may include enforcing parking regulations and issuing traffic citations; administering first aid to injured persons; and guarding or transporting cash funds.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- High school diploma or equivalent.
- Successful completion of a P.O.S.T. certified training program, including obtaining a Basic Course Certificate.

#### Knowledge and Skills

- Valid California driver's license.
- Working knowledge of current law enforcement methods and procedures.
- Working knowledge of current criminal codes and laws.
- Effective interpersonal skills to resolve a wide variety of sensitive situations.
- Effective oral and written communication skills, including writing clear and comprehensive reports.
- Demonstrated ability to think and act effectively in emergency and sensitive situations.