



CALIFORNIA STATE UNIVERSITY, LONG BEACH

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| Subject: Remote Contact/Electronic Device Monthly Stipend | |
| Department: Staff Human Resources | Reference No.: |
| Division: Administration & Finance | Issue Date: June 2006 |
| References: CSU/CSUEU Contract – Article 20.43 | Revision Date: NA |
| Web Links: CSU/CSUEU Contract | Expiration Date: NA |

The appropriate administrator may approve a monthly salary stipend if:

1. An employee is required to maintain contact with the campus outside of his/her normal working hours on a regular basis
2. Contact is maintained using a telephone, pager, cell phone, wireless data access device, remote monitoring of any hardware or software device and/or e-mail notification.

1. Monthly Stipend: A two-tier flat dollar monthly stipend will be applied based upon the following criteria:

First-Tier level is compensated at \$250.00 per month:

The employee is required to monitor a critical/important department operational system(s) or work process(s), AND

The employee is likely to troubleshoot problems at least several times a week outside his/her regular work hours.

Second-Tier level is compensated at \$150.00 per month:

The employee is required to monitor a critical/important department operational system(s) or work process(s), AND

The employee will be needed to troubleshoot a problem several times during the month.

The electronic device stipend is intended to compensate an employee when he or she is required to call in or return to campus and troubleshoot the campus systems on a high and/or continuous level. Thus, if an employee occasionally (e.g. two times per month) troubleshoots a problem outside his/her regular work hours, the employee would not be eligible for a monthly stipend.

A non-exempt employee required to monitor an operational system or work process outside of his/her regular work hours by using an electronic device, and who must return to campus to troubleshoot a problem, will be compensated as required by the appropriate collective bargaining agreement and the Fair Labor Standards Act.

2. General Provisions:

The appropriate administrator shall determine the appropriate level of stipend based upon the criteria outlined above under section 1.

The monthly stipend is effective the first month when approved by the appropriate administrator.

The stipend is paid on a month-to-month basis for the duration of the work assignment.

The appropriate administrator will initiate a written request for the payment of the electronic device monthly stipend. Staff Human Resources will prepare the official letter to the employee notifying the employee of the approved monthly stipend and will prepare the necessary payroll documents to initiate payment.

FORMS: NA