



County of San Bernardino Health Services WIC Nutrition Assistant Certification Allowance

An annual Health Services Assistant WIC Nutrition Assistant Certification allowance of \$500 shall be paid to employees in the classification of Health Services Assistant I regularly assigned to the Public Health WIC program who are required to possess and maintain a WIC Nutrition Assistant certification.

The annual WIC Nutrition Assistant Certification allowance shall be paid in a lump sum to eligible Health Services Assistants assigned to the Public Health WIC program in regular positions who possess and maintain a WIC Nutrition Assistant certification and are in paid status in the pay period that includes July 1 of each year.

An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours. An eligible employee who is WIC Nutrition Assistant certified after July 1, or who is appointed after July 1, shall receive a prorated WIC Nutrition Assistant Certification allowance payment at the time of certification or appointment, as applicable. Such proration shall be based upon the remaining number of pay periods in the fiscal year.

Eligible employees who are not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated WIC Nutrition Assistant Certification allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status.

REFERENCES

The current Consolidated Memorandum of Understanding (MOU) between the County and SBPEA Teamsters Local 1932

FORMS REQUIRED

WIC Nutrition Assistant Allowance (Payroll Adjustment)

DEPARTMENT PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Verify that the WIC Nutrition Certification is valid and current for current and newly appointed employees
- ◆ Obtain and retain copies of supporting documents
- ◆ Complete WIC Nutrition Assistant Allowance form including certification that employee's eligibility was verified
- ◆ Obtain appointing authority's approval
- ◆ Submit request to Central Payroll by the "P" date for payroll processing
- ◆ If an eligible employee is not in a paid status in the pay period that includes July 1 perform the above verification and submit the WIC Nutrition Assistant Allowance Request for a prorated stipend based on the number of pay periods in the fiscal year nearest to their return to paid status and for newly appointment employees.

Example of WIC Allowance Proration

Beginning Date	Ending Date	Annual Stipend	#of PP in Fiscal Year	Pay Period Accrual Rate	# PP Remaining in Fiscal Year	Eligible WIC Allowance	Job Share Prorate	Job Share Allowance
7/9/2016	6/30/2017	\$ 500.00	/ 26	= \$ 19.231	x 25	= \$ 480.77	x 50%	= \$ 240.38

Enter the start date of the pay period following the employee's appointment or return to paid status

Enter the end date of the last pay period in the fiscal year

Complete up to this point for full time employees appointed or certified after July 1.

Complete this section for part time or job share employees. Job Share/Part Time Prorate = Regularly scheduled hours in PP divided by 80 hours