

# UC Irvine Medical Center

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## SPECIALTY CERTIFICATION DIFFERENTIAL (CDF) GUIDELINE & APPLICATION PROCESS

### **ELIGIBILITY:**

Specialty Certification Differential (CDF) is provided for certifications that are above and beyond those certifications that are required as a minimum qualification for job/position. CDF will only be provided for one specialty certification per employee, regardless of how many specialty certifications the employee possesses.

Career Clinical Nurses (classification CN I, II, III, IV, Nurse Supervisor 1 & 2, House Shift Administrator 4 & 5) who hold a current specialty certification in a University recognized professional organization, board, or agency; AND whose unit assignment is in the specialty in which they are certified, are eligible to receive the Specialty Certification Differential (CDF). Note: Administrative Nurses, Transplant Coordinators, and Case Managers are NOT eligible for CDF. Qualifying Per Diem nurses who have worked at least 1000 hours between May 1<sup>st</sup> and April 30<sup>th</sup> of the previous year are eligible for the CDF payment as described below.

### **DIFFERENTIAL:**

Qualifying full-time career Registered Nurses shall receive \$100.00 per month, or \$92.31 per quadra-cycle. Qualifying part-time career Clinical Nurses will receive a pro-rated amount based upon the appointment rate. The CDF payment will appear as one payment on monthly checks OR one payment every other payday for employees on a bi-weekly pay schedule. Qualifying Per Diem nurses shall receive a one-time non-base building lump sum payment of \$600, to be paid out annually in May.

### **APPLICATION PROCESS FOR CAREER STAFF:**

1. Each employee is responsible for completing the eligibility form. The application form, along with a copy of the specialty certificate, is submitted for approval and signature by the Department Manager. The completed and approved application is then submitted to Human Resources at Mail Route 114 for processing.
  - The employee is solely responsible for ensuring that the form is appropriately received by Human Resources and processed correctly. This is accomplished by the employee reviewing their own pay stub to ensure appropriate payment.
  - No retroactive payments will be made to the employee for any failure to appropriately notify Human Resources that CDF payment has not been appropriately received.
2. Human Resources will review the application for completeness and process for payment. Payments begin on the B2 pay cycle following the date of the manager signature on the form.
3. Human Resources will input the distribution in the payroll system, keep the original application form and copy of certificate in the personnel file, and send a copy of the form to Payroll.
4. Expiration of the certification renders the employee ineligible for continued CDF payments. Once certification is received, the employee will need to complete a new eligibility application form. The completed application form, along with a copy of the new certificate, is submitted to Human Resources, or the CDF payment will terminate.
5. Any exceptions to this guideline, or changes to the recognized certifications, must be made in writing, and will require approval of the CNO or designee, and Human Resources.

## **APPLICATION PROCESS FOR PER DIEM NURSES:**

1. Each employee is responsible for completing the eligibility form. The application form, along with a copy of the specialty certificate, is submitted for approval to the nurse's manager for approval signature. The completed/approved application is then submitted to Human Resources (Route 114) for processing *before April 30<sup>th</sup> each year*.
2. Human Resources will review the application for the following: completeness, authorizing signature, qualifying certification, and attainment of at least 1000 hours worked between May 1<sup>st</sup> and April 30<sup>th</sup> of the previous year.
3. The original application form and copy of certificate is maintained by Human Resources in the employee personnel file.
4. The Payroll office will generate the lump sum non base-building payment of \$600 for every eligible per diem nurse who submits the proper documentation. This payment will be made as soon as possible, following the end May each year.

**UNIVERSITY OF CALIFORNIA, IRVINE**

**APPLICATION FOR SPECIALTY CERTIFICATION DIFFERENTIAL  
(CDF)**

|  |  |   |                  |  |  |
|--|--|---|------------------|--|--|
| <b>INITIAL CERTIFICATION:</b> <input type="checkbox"/>   |  | <b>RE-CERTIFICATION:</b> <input type="checkbox"/> |                  | <b>PER DIEM CERT:</b> <input type="checkbox"/> |  |
| Employee Name:   |  |   | Cost Center:     |  |  |
| Employee #:  |  |   | Date of Hire:    |  |  |
| Certified Specialty:   |  |   | % Appt:          |  |  |
| Certification Organization:  |  |   |                  |  |  |
| Certificate Date:  |  |   | Expiration Date: |  |  |
| Manager Approval:  |  |   | Date:            |  |  |
| <p>Forward the approved application, along with a copy of your SPECIALTY CERTIFICATE, to Human Resources, Route 114. Employee is solely responsible for ensuring that the form is appropriately received by HR and processed correctly. No retroactive payments will be made for any failure to appropriately notify HR within 60 days that CDF payment has not been received for a properly submitted form/application.</p> |  |   |                  |  |  |
| <b>PROCESSED:</b>  |  |   |                  |  |  |
| _____  |  |   | _____            |  |  |
| Human Resources  |  |   | Date:            |  |  |
| _____  |  |   | _____            |  |  |
| CDF Payment Start Date (Quadra Weekly Cycle Start Date)  |  |   | Date:            |  |  |
| <p>For HR department use ONLY:</p> <p><input type="checkbox"/> Copy of application sent to Payroll on _____</p>  |  |   |                  |  |  |

All incomplete applications will be returned for completion before processing for payment.

Updated 07/2020