Date: July 12, 1996

To: Personnel Officers
    Payroll Officers

From: Cathy Robinson, Senior Director
       Human Resources Administration

Subject: **Staff Compensation Changes - Units 1, 4, 6, and 8**

The CSU has reached Agreements or tentative Agreements with Units 1, 4, 6, and 8 regarding changes in compensation. The following compensation changes are effective 7/1/96.

**Unit 1:** The California State University and the Union of American Physicians and Dentists (UAPD) have ratified the Unit 1 Agreement. The salary program for FY 96-97 includes the following:

- The General Salary Increase (GSI) for all employees is 2.61% effective July 1, 1996. The salary ranges will also be increased by 2.61%.
- The Performance-Based Salary Increase (PSI) pool is $31,200 for salary increases effective July 1, 1996.
- A Service-Based Salary Increase (SSI) of 1.0% has been negotiated for eligible bargaining unit employees on their 96/97 anniversary dates subject to the SSI maximum.

**Unit 4:** The California State University and the Academic Professionals of California (APC) reached tentative Agreement on June 14, 1996. Following is the tentative salary program for FY 96/97 as well as a summary of the 95/96 salary changes and the 94/95 MSA Settlement Agreement, all of which are effective July 1, 1996:

- The General Salary Increase (GSI) for **FY 95/96** is 1.3% effective July 1, 1996. The salary steps and salary ranges will be increased by 1.3%.
- A two step Service Salary Step Increase (SSI) has been negotiated for **FY 95/96** effective July 1, 1996, for eligible and authorized employees not to exceed the SSI maximum salary rate.
- The tentative General Salary Increase (GSI) for **FY 96/97** is 2.49% effective July 1, 1996. The salary steps and ranges will be increased by 2.49%.

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A one step Service Salary Step Increase (SSI) has been negotiated for FY 96/97 for eligible and authorized employees not to exceed the SSI maximum salary rate. The effective date is the employee’s anniversary date.

A one step Service Salary Step Increase (SSI) has been negotiated for eligible and authorized employees who would have received an adjustment under the 94/95 MOU not to exceed the SSI maximum salary rate. The effective date is the employee’s 96/97 anniversary date.

The tentative FY 96/97 discretionary pay (AKA Performance-Based Salary Increase) pool is $467,000 for salary increases effective July 1, 1996.

**Unit 6:** The California State University and the State Employees Trades Council (SETC) reached tentative Agreement on June 26, 1996. The tentative salary program for FY 96-97 includes the following:

- The General Salary Increase (GSI) for all employees is 2.84% effective July 1, 1996. The salary ranges will also be increased by 2.84%.
- The Performance-based Salary Increase (PSI) pool is $221,200 for increases effective July 1, 1996.
- The Asbestos Pay Differential is increased from $2.50 per hour to $3.00 effective July 1, 1996.

**Unit 8:** The California State University and the Statewide University Police Association (SUPA) have ratified the Unit 8 Agreement. The salary program for FY 96-97 is as follows:

- The General Salary Increase (GSI) is 1.26% effective July 1, 1996. The salary steps and ranges will be increased by 1.26%.
- No funds were dedicated to the Service-Based Step Increase (SSI) program for FY 96/97.
- The Performance-Based Step Increase (PSI) pool is $79,500 for salary increases effective July 1, 1996.
- Effective July 1, 1996, the CSU will pay the full share (8%) of each employee’s PERS retirement contribution.

**General Note:** Each campus will soon receive a joint memo from Employee Relations and Business and Finance identifying its share of the performance pool systemwide funds available for each collective bargaining unit.

**Implementation:** Implementing the contracts will be accomplished with a combination of manual and automated processes. A mass update has been scheduled for July 13, 1996. Processing will proceed as follows:

**Unit 1**
- The transactions necessary for R01 will be processed manually by the PPSD unit of the State Controller’s Office (SCO) beginning next week. A CRO transaction will be posted to change the 95/96 anniversary dates to 96/97 dates (no SSIs were negotiated for 95/96). A GEN will be posted for the 2.61% GSI and an MSA transaction will be posted for those SSI eligible employees with a 07/96 anniversary date.

**Unit 4**
- The R04 95/96 SSIs will be manually processed by the SCO prior to July cutoff. Because of the possibility of multiple MSA transactions effective 7/1/96, this group will be processed using the CRO transaction.
**Notes:** R04 employee ratification (due on July 31, 1996) is necessary prior to implementing the 96/97 GSI for R04. At this time it is unknown how this will be implemented. More information will be provided as soon as it is known. In addition, the R04 95/96 GSI and the July SSIs for 96/97 will be held for processing in the August pay period in order to minimize manual processing for this unit. Processing instructions for the ongoing SSIs for R04 will be provided by the SCO in the near future. **Campuses are requested to key only those transactions necessary to process payroll for these R04 employees until we can implement the contract.**

To assist campuses in identifying R04 employees who have had their anniversary dates changed due to reclass, etc. and who have been excluded from the update keyed by the SCO, CIRS Compendium report codes X98 and X99 cycle 9606 have been created. If special processing instructions are required, they will come from the SCO.

To assist campuses in identifying those R04 employees eligible for the 94/95 SSI, CIRS Compendium report code X97 cycle 9606 has been created which lists employees in the unit as of 6/28/96 who had an anniversary date in 94/95. Special processing instructions will come from the SCO.

All three reports will be available via CIRS until August 30. Campuses are encouraged to print a copy of the X97 report and retain it for the fiscal year.

**Unit 6**

The late signing of the R06 tentative agreement and late union ratification of the R06 contract prohibit us from implementing the R06 salary changes prior to the July cutoff. More information regarding this unit will come at a later date. **Campuses are requested to key only those transactions necessary to process payroll for these R06 employees until we can implement the contract.**

**Unit 8**

- The mass update will post the R08 1.26% GEN transaction.
- A 505 transaction will be posted manually by PPSD to change the retirement rate for R08 employees. This update will begin the week following the mass update.

If you have any questions regarding this information, please contact Pamela Chapin in Human Resources Administration at (310) 985-2652.

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