

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: May 9, 2000
To: Human Resources Directors
Payroll Managers
From: Cathy Robinson
Senior Director
Human Resources Administration
Subject: MSA SETTLEMENT – UNCLAIMED WARRANTS

Code: TECHNICAL LETTER
HR/SA 2000-06
(Reference HR/SA 97-12,
HR/SA 97-12 Sup. 1-3
HR/SA 98-04 & Sup. 1-4
HR/SA 99-01)

HR/SA 98-04 Supplement 2 provided campuses updated address information for former employees who had unclaimed MSA pay warrants. Campuses were instructed to send notification letters to former employees at the new address. A number of former employees were found through this process and their MSA pay warrants were released. For those campuses still holding unclaimed pay warrants¹, the Public Employment Relations Board (PERB) has contracted with a search firm that has provided CSU with updated address information that we are forwarding for campus use.

PERB is now instructing the CSU to renew its efforts to contact former employees using the new information obtained from the search firm. PERB is also requesting campuses to contact the beneficiary/next of kin of deceased employees. The following information is attached for your use:

- Attachment A is a list of former employees from your campus with updated name and address information.
- Attachment B is a copy of a revised notification letter to be sent to former employees. You will need to insert campus specific information into the letter.
- Attachment C is a letter that should be sent to the beneficiary/next of kin of a deceased former employee.

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¹ Bakersfield, Chancellor's Office, Channel Islands, Chico, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Pomona, San Luis Obispo, San Marcos, Sonoma, and Stanislaus do not have any unclaimed pay warrants so this Technical Letter does not apply to them.

Distribution: (All Without Attachments)

CSU Presidents
Executive Vice Chancellor, CFO
Vice Chancellor, Human Resources
Vice Presidents, Administration

Accounting Managers
Budget Managers
Employee Relations Designees

▲ **Campus Action Required**

- Using Attachment A, update name and/or address information and send the “Additional Notification to ALL eligible Separated Employees” (Attachment B) **with copies to PERB, CSEA, and CSU.** In some instances, even though the name/address information is unchanged, PERB is requesting that you contact these employees again. The notification letter should be mailed “certified mail – return receipt requested” **and** by regular mail to all separated employees.
- Release back pay and interest warrants to “found” former employees immediately. Interest warrants are not to be recalculated; the interest calculation is based upon the date of the original notification letter.
- Contact the beneficiary or next of kin of an employee listed as deceased and inform him/her of the former employee’s unclaimed pay warrant. Please use Attachment C as the basis for your communication. The letter should be sent certified mail and regular mail. **Do not release unclaimed pay warrants to beneficiaries/next of kin until you receive further instructions from the Chancellor’s Office.** PERB and CSU will determine if unclaimed MSA warrants should be released to the employee’s designee to receive the last pay warrant or if the warrants should go to the estate. If a current address is needed for a beneficiary/next of kin, please contact Pamela Chapin at the Chancellor’s Office. A list of requested addresses will be compiled and forwarded to PERB for action.
- Provide the Chancellor’s Office with a written summary of the steps taken to contact the beneficiaries/next of kin. This information will be compiled and forwarded to PERB as part our compliance requirements.
- Notify the Chancellor’s Office in writing of the names and dates unclaimed pay warrants are released to former employees as a result of this renewed effort.
- **Please ensure copies of the letters (Attachments B and C) are mailed to the individuals listed below:**

Mr. Les Chisholm
Regional Director
PERB
1031 18th Street
Sacramento, CA 95814

Mr. Teven Laxer
Senior Labor Relations Representative
CSEA
1108 “O” Street
Sacramento, CA 95814

Ms. Pamela Chapin, Senior Manager
Benefits and Salary Administration
CSU
Office of the Chancellor
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210

Campuses are requested to complete the above action by May 31, 2000.

This Technical Letter is available on the Human Resources Administration web page at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>. If you have any questions regarding the settlement order, please contact Pamela Chapin at (562) 951-4414.

Attachments

Attachment A
HR/SA 2000-06

Employees with Unclaimed Back Pay Warrants
Address and Other Information from RCA Information Services (a TransUnion affiliate)

For campus specific information, please contact your Human Resources Director or Payroll Manager or Pamela Chapin at the Chancellor's Office at (562) 951-4414.

Additional Notification to Separated Employees

SENT VIA CERTIFIED (REGISTERED) MAIL – RETURN RECEIPT REQUESTED

May X, 2000

SEPARATED EMPLOYEE NAME
STREET ADDRESS
CITY, STATE ZIP CODE

Dear SEPARATED EMPLOYEE NAME:

We have previously sent you several notices (see attached original "Notice to CSU Employees") advising you of a decision issued by the California Court of Appeal, Second Appellate District on December 17, 1996. The decision requires the California State University (CSU) to make payment of Merit Salary Adjustments (MSAs) that were withheld from eligible California State Employees' Association (CSEA) represented employees for the period June 1, 1992 through May 31, 1993.

Please be advised that you are eligible for an MSA back pay award plus interest. To claim your back pay and interest warrants, please contact CAMPUS REPRESENTATIVE at (XXX) XXX-XXXX to make arrangements to pick up your warrants or to request that the warrants be forwarded to your home. (You may want to rework this last sentence if you have to submit paperwork to Sacramento to generate new settlement pay warrants.)

If you have any questions regarding your eligibility or the warrants, please contact CAMPUS REPRESENTATIVE at (XXX) XXX-XXXX.

Sincerely,

CAMPUS REPRESENTATIVE
TITLE

Attachment

cc: Mr. Les Chisholm (PERB)
Mr. Teven Laxer (CSEA)
Ms. Pamela Chapin (CSU)

SENT VIA CERTIFIED (REGISTERED) MAIL – RETURN RECEIPT REQUESTED

May X, 2000

BENEFICIARY/NEXT OF KIN
STREET ADDRESS
CITY, STATE ZIP CODE

Dear _____:

This is to inform you that NAME OF EMPLOYEE, a former employee of NAME OF CAMPUS, is covered by a decision issued by the California Court of Appeal, Second Appellate District on December 17, 1996. The decision requires the California State University (CSU) to make payment of Merit Salary Adjustments (MSAs) that were withheld from eligible California State Employees' Association (CSEA) represented employees for the period June 1, 1992 through May 31, 1993.

We have been notified that NAME OF EMPLOYEE is deceased. NAME OF CAMPUS is in the process of determining the appropriate beneficiary of NAME OF EMPLOYEE in order to release the MSA back pay and interest warrants. If you have information that can assist us in this process, please contact CAMPUS REPRESENTATIVE at (XXX)XXX-XXXX.

We appreciate your assistance in this matter.

Sincerely,

CAMPUS REPRESENTATIVE
TITLE

cc: Mr. Les Chisholm (PERB)
Mr. Teven Laxer (CSEA)
Ms. Pamela Chapin (CSU)