


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

Date: July 19, 2000 **Code:** TECHNICAL LETTER
HR/SA 2000-13

To: Human Resources Directors
Payroll Managers

From: 
Cathy Robinson, Senior Director
Human Resources Administration

Subject: 2000/2001 SALARY PROGRAM FOR UNIT 8 EMPLOYEES

The CSU completed contract negotiations with the Statewide University Police Association (SUPA) and FY 2000/2001 salary program enhancements follow:

■ SALARY STRUCTURE ADJUSTMENTS

- Effective July 1, 2000, the salary steps for all classifications will increase by 3.7%.
- Effective July 1, 2000, the Service-Based Performance Step Increase (SBSI) maximum will increase to step 12 of the range as set forth in Appendix A of the CSU-SUPA Agreement.

■ SALARY ADJUSTMENTS

✓ General Salary Increase (GSI)

- Effective July 1, 2000, employees will receive a 3.7% GSI.

✓ Service-Based Performance Step Increase (SBSI)

- Eligible employees shall receive a one step increase up to the new SBSI maximum step effective on the first day of the monthly pay period following completion of the required qualifying service.
- Employees on step 11 as of June 30, 2000, are newly eligible for an SBSI. These newly eligible employees will receive their SBSI effective January 2001 not withstanding their prior anniversary dates.

✓ Performance-Based Salary Increase

- A Performance-Based Salary Increase (PBSI) pool of \$150,400 (excluding associated benefits costs) from systemwide funds for salary increases is effective July 1, 2000.

-Over-

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration
Benefits Officers
Employee Relations Designees
Director, SOSS

- PBSIs awarded from systemwide funds result in an increase to the employee's base salary except for those employees at the maximum of the range. Employees at the salary maximum may receive a PBSI in the form of a one-time bonus based on a percentage of the employee's actual annual gross salary.
- PBSI funds may be augmented by campus funds. A campus may not award a one-time lump sum bonus from campus funds unless it has completely expended its FY 2000-20001 performance pool allocation.
- PBSIs from the systemwide compensation pool shall be processed AFTER January 1, 2001, with an effective date retroactive to July 1, 2000. PBSIs from campus funds should be processed after January 1, 2001, but may be effective at the beginning of any pay period.
- PBSI awards must stay on-step.

■PAYROLL PROCESSING INSTRUCTIONS

✓General Salary Increase

- No campus processing is required to implement the GSI. The CSU Audits unit in the State Controller's Office (SCO) will key the 3.7% GEN transaction. The SCO anticipates the transactions will be completed by payroll cut-off.

✓Service-Based Performance Salary Increase

- As a result of the SBSI maximum moving to step 12, the SCO will identify currently active employees at step 11 as of June 30, 2000, and change their anniversary date to January 2001 via CRO transaction effective July 1, 2000, to reflect new eligibility for an SBSI.
- For an employee at step 11 on June 30, 2000, and on leave as of July 1, 2000, the campus will be responsible for changing the anniversary date to January 2001 upon the employee's return to active status. An employee returning after January 1, 2001, is entitled to the SBSI upon his/her return to active status.
- The SCO will continue to process ongoing SBSIs for SBSI-eligible employees. Consistent with current procedures, campuses will be responsible for processing MSA Denials (via 330 Transaction).

✓Performance-Based Salary Increase to Base Salary

- Detail Transaction Code descriptions for PBSI processing via SCR transaction will be as follows:

<u>Code</u>	<u>Description</u>	<u>Funds</u>
50	Merit/performance increase	Systemwide compensation pool, campus augmentation or special funds

Employees on an unpaid leave of absence as of July 1, 2000, may receive a PBSI from the systemwide compensation pool effective upon their return from leave via A57/A58 transaction. (Reference "HR/SA 2000-13" in Item 215.)

- PBSIs from the systemwide compensation pool shall be processed after January 1, 2001, with an effective date of July 1, 2000.

✓**Performance-Based Salary Increase Paid as a One-Time Bonus**

- PBSI bonus payments for non-exempt employees are based on gross earnings for the time period for which the bonus was earned (FY 1999-2000).
- PBSI bonuses will be paid via the PIP system using the serial number of the employee's position. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672.
- All Unit 8 classifications are non-exempt, therefore, use Earnings ID "SW" and denote the gross amount of the bonus on the form to request payment (refer to PPM section G904 for instructions).
- PBSI bonuses are taxable/reportable income, subject to Social Security and Medicare taxation, and PERS retirement contributions. PBSI bonuses should not be included in NDI or EIDL/IDL calculations.
- PBSI bonuses shall be processed after January 1, 2001, but may be effective at the beginning of any pay period.
- Please refer to Technical Letters HR/SA 99-15 and HR/SA 99-10 for additional information regarding bonus payments.

■**GENERAL NOTES:** Each campus will 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.

Revised Unit 8 payscales for FY 2000/2001 will be available via CIRS on July 20, 2000. This report may be accessed from Report Code G20, Cycle 9999.

If you have any questions regarding this information, please contact Pamela Chapin in Human Resources Administration at (562) 951-4414.

This technical letter is also available on the Human Resources Administration's web page at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>.

CR/pc