

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
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**Date:** August 31, 2000  
**To:** Associate Vice Presidents/Deans of Faculty  
Human Resources Directors  
Payroll Managers  
**From:** Cathy Robinson  
Senior Director  
Human Resources Administration  
**Code:** TECHNICAL LETTER  
HR/SA 2000-18  
Cordelia Ontiveros  
Senior Director  
Academic Personnel Services  
**Subject:** Fiscal Year 2000/2001 Salary Program for Faculty (Unit 3)

The California State University and the California Faculty Association are conducting re-opener negotiations on salaries for fiscal year (FY) 2000/2001, the third year of the current three-year Collective Bargaining Agreement. As negotiations have not yet produced a new salary program Agreement, the CSU is required to proceed with salary program provisions based upon the terms of the existing Agreement. The following terms apply for the FY 2000/2001 California Faculty Association salary program:

- A 2.65% Service Salary Increase (SSI) for eligible unit members who are reviewed and granted a SSI, effective on their anniversary date, subject to the SSI review procedures and to the SSI maximum, as appropriate.
- Promotions continue to be accompanied by advancement of at least 3 steps (or 7.5%) on the salary schedule, and range elevations for lecturers continue to be accompanied by advancement of at least 2 steps (or 5%) on the salary schedule.
- The total compensation pool and the other salary increase programs (General Salary Increase and Faculty Merit Increase) are pending negotiation, and are not available at this time.

**Administration Requirements:**

**1. Service Salary Increases (SSIs) and Temporary Faculty Salary Increases Related to Units of Service:**

- **Probationary/Permanent Faculty:** Pursuant to Article 31, bargaining unit members eligible for a Service Salary Increase (SSI) in FY 2000/2001 shall be reviewed by the department and appropriate academic administrator, who shall either grant or deny the SSI. The decision to grant or deny a SSI shall be subject to the Service Salary Increase Appeal Process.

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**Distribution:**

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- ⇒ Campuses are responsible for determining an employee's SSI eligibility in accordance with the MOU.
  - ⇒ Campuses are responsible for processing SSIs via MSA transaction or SSI denials via 330 Transaction, as appropriate, upon completion of the SSI review process.
  - ⇒ If a denied SSI is successfully appealed and the employee is later granted the SSI, the campus must void the denial and post the SSI as appropriate.
  - ⇒ Anniversary Date and SSI Counter/Final Anniversary Date (Items 330 and 958, respectively) must be advanced as appropriate for granted or denied SSIs.
  - ⇒ Prior FMIs awarded to an employee do not impact his/her SSI eligibility, whether or not the FMI award causes his/her salary rate to exceed the SSI maximum. The SSI counter and the anniversary date are not affected by the award of FMIs. These employees will continue to be eligible to receive SSIs until their SSI counter is reduced to zero. In instances where an SSI-eligible employee's salary rate is below the SSI maximum and the employee received a FMI in a previous fiscal year, the employee will be entitled to receive the full (2.65%) SSI in FY 2000/2001.
  - ⇒ If an employee has never received a FMI, then his/her salary may not exceed the SSI maximum solely by receiving SSIs (e.g., an employee in this category who is granted an SSI will receive an SSI, up to the SSI maximum).
  - ⇒ Campuses are reminded that when an initial value is entered into the SSI counter field (for appointments and promotions), and the initial salary rate is less than the SSI maximum, the SSI counter will be determined as that number of 2.5% salary increases that would result in a salary equal to the SSI maximum, up to a maximum initial counter of 8. The SSI counter will be decreased by 1 for every SSI granted, regardless of the amount of the SSI.
  - ⇒ Two reports will be provided by HR-ISA to assist campuses with determining eligibility. CIRS Report Code J01, Cycle 0009 lists employees potentially eligible for SSIs in FY 2000/2001 who have never received a FMI, Report Code J08, Cycle 0009 lists employees with a SSI counter above zero who have received a FMI.
- **Temporary Faculty:** Pursuant to Article 12.9, temporary employees who have completed 24 units on a semester campus, or the equivalent on a quarter campus, in the same department or equivalent unit, shall receive a salary increase equivalent to the percentage of the negotiated SSI provided that Article 31 requirements are satisfied. Effective in FY 2000/2001, the processing of the (2.65%) salary increase shall be via MSA transaction:
    - ⇒ Temporary faculty employees are subject to the SSI review and appeals process. Campuses are responsible for processing SSIs or SSI denials via 330 Transaction, as appropriate, upon completion of the SSI review process.
    - ⇒ Anniversary date Item 330 may be entered with a date or "NONE" as appropriate, considering the date that salary increase eligibility (pursuant to Article 12.9) is scheduled for completion, and whether or not that date is prior to the appointment expiration date (Item 416) of the temporary assignment.

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- ⇒ If a temporary faculty employee has never received a FMI, then his/her salary may not exceed the SSI maximum solely by receiving SSIs. Anniversary Date Item 330 = "99/99" when the SSI maximum has been attained in this instance.
- ⇒ For temporary faculty appointments, Item 958 Final Anniversary Date = "NONE" and SSI Counter = "0". This employment history requirement does not affect campus-based practices which includes monitoring the number of units completed and keeping count of the number of salary increases given to temporary faculty.

- **Funding:** Campuses are responsible for calculating the amount of the SSI pool, in accordance with provision 31.43, that represents a 2.65% SSI pool for all eligible faculty (including lecturers who are eligible for a salary increase pursuant to Article 12.9 as described above). The amount of the 2.65% SSI pool is based on funds needed for all eligible faculty members (e.g., the anniversary date for tenure track faculty or beginning of the next term for lecturers) through the end of the fiscal year.

**2. Temporary Faculty Range Elevation:**

- Pursuant to Article 12, those eligible for lecturer range elevation shall be limited to lecturers who have no more SSI eligibility in their current range and have served five (5) years in their current range.
- Pursuant to Article 31.5, range elevation for lecturers shall be accompanied by advancement of at least 2 steps (or 5%) on the salary schedule. Effective FY 2000/2001, range elevation for eligible lecturers shall be accomplished via SCR transaction. The effective date of the SCR transaction should coincide with the beginning of the term that range elevation has been authorized. Indicate "Article 31.5" in Employment History Remarks Item 215, and detailed transaction code Item 719 = "55".

**3. Two-Year Temporary Appointments:**

- Pursuant to provision 12.12, temporary faculty unit employees (excluding coaches) employed during the 1999/2000 academic year and possessing six or more years of service on that campus since July 1, 1994 (excluding those faculty who received two year temporary appointments pursuant to provision 12.11), shall be offered a two year temporary appointment commencing with the academic year 2000/2001. Refer to HR-ISA's Special Report X77 and X78, Cycle 9999, for assistance in identifying these individuals.

**4. FERP faculty appointments:**

- Effective FY 2000/2001, the employment history audit to key a separation transaction (S31) on continuing FERP appointments with a one year (AY) duration has been eliminated. This change in procedure is restricted to FERP participants on consecutive AY or 12 month appointments.

When processing FERP appointment transaction A56, the Duration of Appointment Item 415 may be keyed as Y1 to Y5, or 12 months to 60 months, as appropriate, for FERP faculty who are employed at up to 50% of what their timebase was in the

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year prior to retirement. Expiration Date of Appointment Item 416 must coincide with the information provided in Item 415.

A separation transaction will be required at the end of the (consecutive) AY or 12-month appointment(s), when the FERP participant changes the nature of the appointment (e.g., from half-time AY to full-time AY for a semester), or if the participant does not work the following year.

FERP participants must be compensated only for those periods in which an appointment is in effect. For example, a FERP participant assigned to work full time for one semester will receive compensation at the fulltime monthly rate for that semester. It would be inappropriate to pay the FERP participant at a half-time monthly rate for the academic year in this instance.

As a reminder, pursuant to PERS regulations (GC 21227), "a retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system (PERS) as a member of the academic staff of a California state university, if that service does not exceed, in any fiscal year, a total of 960 hours for all employers or 50 percent of the hours the member was employed during the last fiscal year of service prior to retirement." During the period of FERP participation, both the Collective Bargaining Agreement provisions and the PERS regulations apply.

**General Information:**

Questions regarding processing instructions should be directed to your campus CSU Audits representative at the State Controller's Office.

If you have any questions regarding administrative information in this technical letter, please contact Theresa Hines in Human Resources Administration at (562) 951-4412, or via e-mail at [thines@calstate.edu](mailto:thines@calstate.edu). Questions regarding collective bargaining aspects of this technical letter may be directed to Cordelia Ontiveros at (562) 951-4503, or via e-mail at [contiveros@calstate.edu](mailto:contiveros@calstate.edu).

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

CR/CO/dth