

THE CALIFORNIA STATE UNIVERSITY
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HR/SA 2001-01
Supplement 1

To: Human Resources Directors
Payroll Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: Academic Professionals of California (Unit 4) 2000/01 Salary Program:
Clarification on Eligibility for the Merit Service Increase, Long-Term Satisfactory
Service Bonus and the General Salary Increase Programs

HR/SA 2001-01 provided salary program information on the agreement reached between the California State University (CSU) and the Academic Professionals of California. This supplement provides additional clarification on the eligibility criterion for the Merit Service Increase and the Long-Term Satisfactory Service Bonus programs.

➤ **MERIT SERVICE INCREASE (MSI) ELIGIBILITY**

In order to be eligible for a MSI, employees must have completed the required consecutive months of qualifying service and must have performed in a satisfactory manner during the 12-month period of July 1999 to June 2000. An employee who is deemed ineligible because the service or performance requirements were not met will not receive a MSI.

Clarification on MSI Service Requirements:

- **Qualified Month of Service:** For purposes of determining MSI service eligibility, a qualified month of service constitutes 11 days worked in a pay period (or one-half of the number of academic workdays in the pay period for academic year classifications).

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TECHNICAL LETTER
HR/SA 2001-01
Supplement #1

- **Consecutive Months of Qualified Service** is continuous service at the campus. Service can be in another bargaining unit as long as the employee was in Unit 4 as of July 1, 2000. Employees who moved into Unit 4 after July 1, 2000 are not eligible for the MSI in fiscal year 2000/01.

Based on this recent clarification to the MSI program, **CIRS Compendium Report X80, Cycle 0101**, was modified to capture all employees in R04 as of July 1, 2000, regardless of whether or not their service during July 1999 to June 2000 was in Unit 4. In addition, Report X80 was modified to include the employee's status in all positions as of July 1, 1999 and all subsequent employment history transactions. The intent of this report is to identify employees **potentially** eligible for a MSI. Campuses will need to review each employee's record to validate and confirm his/her eligibility.

Service is defined as follows for the 12-month period of July 1999 to June 2000:

- a. 10-month employees (including those on a 10/12 pay plan schedule) - completion of 10 months of qualifying service in 10 or 12 pay periods, as appropriate;
 - b. 11-month employees (on an 11/12 pay plan schedule) – completion of 11 consecutive months of qualifying service in 12 pay periods;
 - c. 12 month employees - completion of 12 months of qualifying service in 12 pay periods;
 - d. Academic Year employee - completion of 1 full academic year of qualifying service.
- **Leaves of Absence and Qualified Service:** Per Article 22.16, “family care or medical leave shall not constitute a break in service for the purposes of length of service and/or seniority...” This includes Family Medical Leave (FML) that runs concurrently with NDI and/or catastrophic leave. FML unpaid leaves of absence count as qualifying service; however, other unpaid leaves of absence (the employee is not in “active” pay status) do not count as qualifying service.

Clarification on MSI Performance Requirements:

- Satisfactory Performance: An employee who has not received a performance evaluation with an overall rating below satisfactory (or its equivalent) during the 12 month period of July 1999 to June 2000, shall be deemed to have performed in a satisfactory manner, and will be eligible for the 1.2% increase.
- If the campus does not have an overall performance rating for the employee or if an employee did not receive a performance evaluation, the employee is deemed to have met the performance criteria for this program.

TECHNICAL LETTER
HR/SA 2001-01
Supplement #1

➤ **LONG-TERM SATISFACTORY SERVICE (LTSS) BONUS ELIGIBILITY**

In order to be eligible for a LTSS bonus, two service and performance conditions must be satisfied, as listed below. If either of these conditions is not met, the employee will not be eligible for the LTSS bonus in 2000/01. Eligibility criteria for the LTSS bonus are as follows:

- a. For employees who have completed a minimum of 10 years of service, the employee must have reached a five-year increment anniversary milestone (e.g., 10th, 15th, 20th, 25th, 30th) during the 12-month period between July 1, 2000 and June 30, 2001. For example, if during July 1, 2000 and June 30, 2001, an employee has 15 years of continuous employment and has 15 years of qualified service, he/she would be eligible for the LTSS bonus. An employee who has 16 years of continuous employment but only has 15 years of qualified service (perhaps due to an unpaid leave of absence) would also be eligible for this bonus in 2000/01;
- b. the employee must have performed in a satisfactory manner during the five years immediately preceding the anniversary.

Clarification on LTSS Bonus Service Requirements:

- **Qualified Month of Service:** For purposes of determining LTSS bonus service eligibility, a qualified month of service constitutes 11 days worked in a pay period (or one-half of the number of academic workdays in the pay period for academic year classifications).
- **Consecutive Months of Qualified Service** is continuous service at the campus. Service can be in another bargaining unit as long as the employee was in Unit 4 at the time of his/her anniversary milestone. One year of service is defined as follows:
 - a. 10-month employees (including those on a 10/12 pay plan schedule) - completion of 10 months of qualifying service in 10 or 12 pay periods, as appropriate;
 - b. 11-month employees (on an 11/12 pay plan schedule) – completion of 11 consecutive months of qualifying service in 12 pay periods;
 - c. 12 month employees - completion of 12 months of qualifying service in 12 pay periods;
 - d. Academic Year employee - completion of 1 full academic year of qualifying service.
- **Leaves of Absence and Qualified Service:** Per Article 22.16, “family care or medical leave shall not constitute a break in service for the purposes of length of service and/or seniority...” This includes Family Medical Leave (FML) that runs concurrently with NDI and/or catastrophic leave. FML unpaid leaves of absence count as qualifying service. Other unpaid leaves of absence (the employee is not in “active” pay status) do not count as qualifying service. Note that being placed on

TECHNICAL LETTER
HR/SA 2001-01
Supplement #1

an unpaid leave will not forfeit the qualified service an employee may have already attained prior to the unpaid leave of absence.

- To assist campuses in identifying eligible employees, HR-ISA has provided Compendium Report G94, listed under Campus Detail, Bonus/Stipend. The report contains relevant employment history transactions for unit 4 employees with a minimum of 10 years of service. Please note that the 10 years of service do not take into consideration any non-qualified months, breaks in service and leaves. Campuses will need to carefully review transactions to determine months and years of qualified service. Eligibility and service calculation questions should be directed to Human Resources Administration at (562) 951-4411.

Clarification on LTSS Bonus Performance Requirements:

- Satisfactory Performance: During the five year period of campus employment immediately preceding the employee's appropriate 5th year anniversary, the employee must not have received a performance evaluation with an overall rating below satisfactory or its equivalent.
- If the campus does not have an overall performance rating for the employee or if an employee did not receive a performance evaluation, the employee is deemed to have met the performance criteria for this program.

➤ **GENERAL SALARY INCREASE (GSI)**

- Note that employees appointed after July 1, 2000 but before the implementation date of January 27, 2001, will have the GSI applied to their salary. The GSI will be applied to all active Unit 4 employees, including new hires. Refer to the SCO's Personnel Letter 01-002 for processing timelines and instructions.
- Transactions posted prior to the implementation that have an effective date later than July 1, 2000 will automatically be increased to reflect the GSI.

Questions pertinent to this technical letter can be directed to systemwide Human Resources at (562)951-4411. This technical letter is also available under Coded Memoranda on Human Resources Administration's web page at: <http://www.calstate.edu/tier3/HR-Adm/index.html>.

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