

THE CALIFORNIA STATE UNIVERSITY
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Date: August 9, 2001 **Code:** TECHNICAL LETTER
HR/SA 2001-09

To: Human Resources Directors
Payroll Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: 2001/02 Salary Program for Physician (Unit 1) Employees

The California State University (CSU) has reached agreement with the Union of American Physician and Dentists (UAPD) on a successor Collective Bargaining Agreement for Fiscal Years 2001/02 through 2003/04. This technical letter provides salary program information for fiscal year 2001/02 only. A summary of this year's Unit 1 salary program follows:

- ❖ **Salary Increase Program(s) for 2001/02:**
 - **General Salary Increase (GSI):** Effective July 1, 2001, a 1.71% GSI will be applied to employee salary rates and the salary ranges of Unit 1 classifications.
 - **Performance-Based Salary Increase (PBSI):** No systemwide funds are allocated for the PBSI program this fiscal year; however, PBSIs may be awarded from campus funds.
- ❖ **Other Salary Provisions for 2001/02:**
 - **Medical Chief of Staff/Supervisory Physician Function Stipend:** The president may award a monthly stipend to a Unit 1 employee assigned to this function.
- ❖ **Other Provisions for 2001/02:**
 - **Probationary Period:** Effective July 1, 2001, part-time service counts toward probation. Temporary service may count toward probation, at the discretion of the President.

Distribution:

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- **Funeral Leave:** Effective July 1, 2001, this leave program has been increased to 2 days for in-area travel and 3 days for travel over 500 miles for bereavement purposes.
- **Maternity/Paternity/Adoption Leave:** Effective July 1, 2001, this new leave program offers up to 20 days leave per year, commencing with the arrival of the new child. Maximum benefit is 20 days per calendar year.
- **Enhanced Dental Benefit:** Effective September 1, 2001, Unit 1 employees will automatically roll-over into the new enhanced dental plan.

DETAILED PROGRAM INFORMATION FOR SALARY PROVISIONS:

We are pleased to provide a new format for processing instructions this year, created as a tool to help campuses process salary actions. These instructions include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce. These instructions are provided in Attachment A.

❖ **Salary Increase Programs for 2001/02:**

General Salary Increase (GSI):

- Effective July 1, 2001, a 1.71% GSI will be applied to employee salary rates and the salary ranges of Unit 1 classifications.
- The SCO will not process GSIs for active employees whose appointment expiration date has passed (campus processing instructions for these employees are provided in the SCO's Personnel Letter). In order to assist campuses in identifying these employees, **CIRS Compendium Report F95, Cycle 0108**, is available for campus reference.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: I – General Salary Increase.

Performance-based Salary Increase (PBSI):

- No systemwide funds are allocated for the PBSI program this fiscal year.
- PBSIs may be awarded from unspent systemwide funds from prior years. PBSIs awarded from these funds are effective July 1, 2001.
- PBSIs paid from other campus funds can be effective at any time.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: II – Performance-Based Salary Increase

❖ **Other Salary Provisions for 2001/02:**

Medical Chief of Staff/Supervisory Physician Function Stipend:

- Pursuant to Article 12, effective July 1, 2001, the President may authorize a Unit 1 employee assigned to Medical Chief of Staff/Supervisory Physician

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function a monthly stipend between 3% to 10% of the employee's base salary to be paid from campus funds. This stipend is not a permanent part of the employee's base salary and shall not be considered a PBSI.

- To compensate for performing this function, campuses can either continue their existing compensation practice or use this new stipend.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: I - Medical Chief of Staff/
Supervisory Physician Stipend

Please note that a Benefits Technical Letter is forthcoming and will detail benefit and leave program changes. Questions regarding this technical letter should be directed to Human Resources Administration at (562) 951-4411. This technical letter is available on Human Resources' web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/pc

**TECHNICAL LETTER
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ATTACHMENT A**

**PROCESSING INSTRUCTIONS
Salary Increase Programs**

I. GENERAL SALARY INCREASE (GSI):

FUNDING INFORMATION:	
Funding Source:	Systemwide
Pool Supplemented by Campus:	No

PAY SCALES IMPACT:	
Change Summary:	Increase the minimums, service maximums and maximums of the ranges by 1.71%.
Class Code(s):	All Unit 1 classifications
CBID:	R01
Pay Scales Effective Date:	07/01/01
Date in Production:	08/13/01
Pay Letter:	2001-02 (To be released at a later date.)

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	The SCO will key increases into the PIMS database.
Processing Date(s):	08/14/01 through 08/22/01
Effective Date:	07/01/01
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2001-09
Pay Amount:	1.71%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/01 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/01. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via a GEN Transaction, effective the date of the employee's return to pay status.
Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of 07/01/01 will receive the GSI via a GEN Transaction, with the exception of those employees whose appointment expiration date is prior to 07/01/01. • The SCO will correct the appointment record for appointments posted between 07/02/01 and 08/10/01. • Campuses must correct the transactions posted after 08/10/01.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 08/13/01.
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/General Salary Increase (Pay Rt Chg/GSI)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

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<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>II. PERFORMANCE-BASED SALARY INCREASE (PBSI):</p>

FUNDING INFORMATION:	
Funding Source:	Systemwide performance funds not spent in prior years
Pool Supplemented by Campus:	Yes

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	PBSIs awarded from systemwide performance funds not spent in prior years are effective 07/01/01. PBSIs awarded from other campus funds can be effective at any time, at the discretion of the President; however, the effective date must be the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	N/A
Pay Amount:	Maximum of 5% of the employee's base pay, not to exceed the performance maximum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	PBSIs from prior systemwide funds: <ul style="list-style-type: none"> • Increases are effective 07/01/01 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/01. • Increases for other employees on leave (non-pay status) are to be keyed by the campuses effective the date the employee returns to pay status. PBSIs from other campus funds are effective at any time.
Additional Information:	Refer to Article 19 of the collective bargaining agreement.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Pay Rate Change/Merit/Performance Increase (Pay Rt Chg/MER)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

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ATTACHMENT A**

PROCESSING INSTRUCTIONS
Bonus/Additional Pay Programs

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| GENERAL BONUS INSTRUCTIONS: |
| <ul style="list-style-type: none"> • For non-exempt employees, all bonus awards must be based on a percentage of the annual gross salary (earnings). As this amount may include miscellaneous payments from shift and overtime, the FLSA requirement to factor the bonus into the “regular rate” for overtime calculations will be satisfied. • For exempt employees, bonuses can be expressed as a flat dollar amount or a percentage of income. • Bonuses will be paid via the PIP system using the serial number of the employee’s position or other serial number as designated by the campus. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672. The appropriate Earnings ID and the gross amount of the bonus must be denoted on the form to request payment (refer to PPM section G904 for instructions). |

I. MEDICAL CHIEF OF STAFF/SUPERVISORY PHYSICIAN STIPEND:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Earnings ID:	“S5” – Refer to PPM for instructions on CSU salary stipends.
Amount:	3 – 10% of the employee’s base pay.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	<ul style="list-style-type: none"> • Refer to Article 12 of the collective bargaining agreement.