


THE CALIFORNIA STATE UNIVERSITY  
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**Date:** August 31, 2001  
**To:** Human Resources Directors  
Payroll Managers  
**From:** Cathy Robinson   
Senior Director  
Human Resources Administration  
**Code:** TECHNICAL LETTER  
HR/SA 2001-10  
Supplement #1  
**Subject:** 2001/02 Salary Program for Academic Professionals of California (Unit 4) Employees

Corrections to Technical Letter HR/SA 2001-10 are underlined below:

1. **Merit Service Increase (MSI):** The MSI service requirements are defined as follows for the 12-month period of July 2000 to June 2001:
  - a. 10-month employees (including those on a 10/12 pay plan schedule) must complete 10 months of qualifying service in 10 or 12 pay periods, as appropriate;
  - b. 11-month employees (on an 11/12 pay plan schedule) must complete 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.
2. **Long-term Satisfactory Service (LTSS) Bonus:** The LTSS bonus is paid from systemwide funds.

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/gc

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