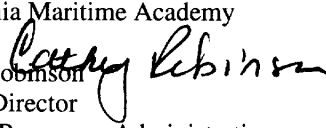


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore, 4th Floor
Long Beach, California 90802-4210
(562) 951-4411

Date: August 14, 2001
To: Marjo Crowley
Human Resources Director
California Maritime Academy
From: Cathy Robinson 
Senior Director
Human Resources Administration
Code: TECHNICAL LETTER
HR/SA 2001-11
CMA Only
Subject: 2001/02 Salary Program for International Union of Operating Engineers (Unit 10) Employees

The California State University (CSU) has reached agreement with the International Union of Operating Engineers (IUOE) on a successor Collective Bargaining Agreement for Fiscal Years 2001/02 through 2003/04. A summary of the programs for 2001/02 is as follows:

- ❖ **Salary Structure Changes effective July 1, 2001:**
 - **CMA Facility Worker:** This new classification has been added.
- ❖ **Salary Increase Programs for 2001/02:**
 - **General Salary Increase (GSI):** Effective July 1, 2001, a 2.00% GSI will be applied to the individual employee salary rates. The salary ranges will be adjusted accordingly.
 - **Performance-based Salary Increase (PBSI):** PBSIs may be awarded from campus funds at any time, even though no systemwide funds are allocated.
- ❖ **Other Salary Provisions for 2001/02:**
 - **Shift Differential and Sunday Pay Differential:** These provisions continue to be provided to Unit 10 employees.
 - **Certification Bonus:** A \$200 bonus can be provided to Unit 10 employees who receive certain certifications, at the discretion of the Director of Facilities.

Distribution:

President Eisenhardt
Vice Chancellor McClain
Director, SOSS
Payroll Manager

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 Structure Changes effective July 1, 2001:**

- The CMA Facility Worker classification (class code 0378) has been added. Employees identified in the Letter of Agreement dated June 27, 2001, should be converted to this new classification effective July 1, 2001 and are to be awarded a 4.7% increase, to be paid from campus funds.

The following processing instruction is provided in Attachment A:

- Salary Structure Changes: I – Adding the CMA Facility Worker Classification

❖ **Salary Programs for 2001/02:**

General Salary Increase (GSI) Program:

- Effective July 1, 2001, a 2.00% GSI will be applied to the individual employee salary rates and to the salary ranges of Unit 10 classifications.
- The Journey Rate of all Unit 10 classification will be increased by 2%. The new Minimum Rate will be 3.5% below the Journey Rate and Performance Maximum Rate will be 20% higher than the Journey Rate.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: I – General Salary Increase.

Performance-Based Salary Increase (PBSI):

- PBSIs can be awarded from campus funds at any time, even though no systemwide funds are identified.
- A PBSI lump sum bonus can be awarded when the employee is at the salary range maximum.

The following processing instructions are provided in Attachment A:

- Salary Increase Programs: II – Performance-Based Salary Increase
- Bonus/Additional Pay Programs: I – Performance Bonus

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

Shift Differential:

- Pursuant to Article 24, “Swing” (evening) shift differential of forty (40) cents per hour continues to be available for employees who are assigned four or more hours between 6:00 p.m. and midnight. CMA Stationary Engineers, Stationary

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Engineer Apprentices and Chief Engineers are paid a ninety (90) cents per hour shift differential for the swing shift.

- Pursuant to Article 24, "Graveyard" (night) shift differential of fifty (50) cents per hour continues to be available for employees who are assigned four or more hours between midnight and 6:00 a.m. CMA Stationary Engineers, Stationary Engineer Apprentices and Chief Engineers are paid a one dollar (\$1.00) per hour shift differential for the graveyard shift.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: II – Shift Differential.

Sunday Pay Differential:

- Employees who are regularly scheduled to work on Sundays shall receive a differential of two dollars (\$2.00) per hour for the entire shift. This differential is not combined with any other pay differential or premium pay.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: III – Sunday Pay Differential.

Certification Bonus:

- Employees who are required by the CSU to obtain or renew licenses for pesticide application, backflow testing, or an appropriate water treatment operator certificate are eligible for a \$200 one-time lump sum bonus upon completion of the training and receipt of license or certification.
- The Director of Facilities at CMA determines which employees are required to obtain and/or renew licenses and certifications.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: IV – Certification Bonus

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

**TECHNICAL LETTER
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ATTACHMENT A**

<p>PROCESSING INSTRUCTIONS Salary Structure Changes (Pay Scales)</p> <p>I. ADDING THE CMA FACILITY WORKER CLASSIFICATION</p>

FUNDING INFORMATION:	
Funding Source:	Campus
Pool Supplemented by Campus:	N/A

PAY SCALES IMPACT:	
Change Summary:	Adding CMA Facility Worker classification
Class Code(s):	0378
CBID:	R10
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:	Campus
Processing Date(s):	By August payroll cutoff
Effective Date:	07/01/01
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2001-11
Pay Amount:	4.7%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Employees identified in Side Letter of Agreement should be converted to this new classification.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 08/10/01.
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/Class Conversion (Pay Rt Chg/CCV)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

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ATTACHMENT A**

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>I. GENERAL SALARY INCREASE (GSI)</p>
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FUNDING INFORMATION:	
Funding Source:	Systemwide
Pool Supplemented by Campus:	No

PAY SCALES IMPACT:	
Change Summary:	Increase the Journey Rate by 2%. The minimums are 3.5% less than the Journey Rate. The maximums are 20% higher than the Journey Rate.
Class Code(s):	All Unit 10 classifications
CBID:	R10
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 campus will key increases into PIMS database.
Processing Date(s):	By August payroll cutoff
Effective Date:	07/01/01
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2001-11
Pay Amount:	2.00%
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.
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 08/10/01.
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>
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FUNDING INFORMATION:	
Funding Source:	Campus
Pool Supplemented by Campus:	N/A

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:	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:	At the discretion of the President, not to exceed range maximum.
Pay Form:	Base salary increase. Lump sum bonus is allowed if the employee is at the maximum of the salary range.
Lump Sum Earnings ID:	"SF" – For non-exempt employees Refer to Bonus/Additional Pay Processing Instructions
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 effective the date the employee returns to pay status.
Additional Information:	Refer to Article 24 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/Perf 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

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. PERFORMANCE BONUS:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Earnings ID:	"SF"
Amount:	At the discretion of the President.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement.

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II. SHIFT DIFFERENTIAL:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Earnings ID:	Evening: SRE Night: SRN Refer to Shift Differential Section of the PPM
Amount:	Evening = 40 cents per hour Evening for class codes 0320, 0344, 0348 = 90 cents per hour Night = 50 cents per hour Night for class codes 0320, 0344, 0348 = \$1.00 per hour
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL	Yes
Payments:	
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement.

III. SUNDAY PAY DIFFERENTIAL:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Earnings ID:	8SS
Amount:	\$2.00 per hour
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL	Yes
Payments:	
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement.

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IV. CERTIFICATION BONUS:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the Director Facilities
Earnings ID:	"SD"
Amount:	\$200.00
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	No
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement.