


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

**Date:** August 17, 2001

**Code:** TECHNICAL LETTER  
HR/SA 2001-12

**To:** Human Resources Directors  
Payroll Officers

**From:**  Cathy Robinson, Senior Director  
Human Resources Administration

**Subject:** 2001/02 Salary Program for Police Officer (Unit 8) Employees

The California State University (CSU) has reached agreement with the State University Police Association (SUPA) on a successor Collective Bargaining Agreement for Fiscal Years 2001/02 through 2003/04. Legislation is pending, and if approved, a portion of Unit 8's compensation pool will be used to enhance the retirement benefit to 3% at age 50 for employees who are members of the Public Employees' Retirement System (PERS). This pending benefit enhancement would become effective January 1, 2002. Campuses will be notified, as appropriate. A summary of the salary programs for 2001/02 follows:

❖ **Salary Structure Changes:**

- New Terminology: "steps" and "half-steps" have been introduced.

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

- **Performance-based Salary Increase (PBSI):** PBSIs may be awarded from campus funds.
- **Service-based Salary Increase (SBSI):** No program at this time.

❖ **Other Salary Provisions Effective July 1, 2001:**

- **Uniform Allowance Programs:** A new \$500 one-time lump sum allowance is provided. The \$57.00 monthly allowance continues to be available.
- **Shift Differential** continues to be available.
- **P.O.S.T. Certification Stipend** continues to be available.
- **Special Assignment Stipend** continues to be available.

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**Distribution:**

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❖ **Other Provisions Effective July 1, 2001:**

- **Police Officer Cadets and Intermittent Police Officers** are no longer covered by the terms of the collective bargaining agreement.
- **Funeral Leave** has been increased to two days for in-area travel and three days for travel over 500 miles.
- **Maternity/Paternity/Adoption Leave:** This program has been introduced offering up to 20 days paid leave per year.
- **Dependent Fee Waiver** is now offered to Unit 8 employees.

**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:**

**New Terminology: “Steps” and “Half-Steps”:**

- New terminology has been introduced which correlates “steps” and “half-steps” with a “rate” identified in the salary schedule.
- A half-step refers to the differential of approximately 2.3% between rates. A full step equals two half steps.

❖ **Salary Increase Programs:**

**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 and can be in the form of a base salary increase or a lump sum bonus.
- Base salary PBSIs can be awarded from other campus funds and can be effective at any time.
- Base salary PBSIs can be awarded in “steps” or “half-steps” as previously defined. The employee’s base salary must be consistent with the Rates identified in the salary schedule.

The following processing instructions are provided in Attachment A:

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

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### **Service-based Salary Increase (SBSI):**

- No systemwide funds were allocated to this program at this time. No SBSI increases may be awarded.
- Please note that effective 07/01/02 (next Fiscal Year), the Service Maximum will increase to Rate 13 on the salary schedule.
- For newly hired and existing employees, Anniversary Dates must be maintained in the event there is sufficient funding for this program in the future.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: II – Service-Based Salary Increase.

### **❖ Other Salary Provisions:**

#### **Uniform Allowance Programs:**

- All uniform allowance payments issued in 2001/02 or later are now subject to PERS contributions.
- A new one-time payment of \$500 supplemental uniform allowance for **full-time** employees is provided for 2001/02 only. All full-time Unit 8 employees active or on leave in October 2001 are to receive this payment. Employees separated on or before September 30, 2001 are not eligible for this payment, nor are employees with a timebase less than fulltime (1.0) in a Unit 8 position.
- Pursuant to Article 17, eligible employees who are required to wear a uniform earn a uniform allowance of \$57.00 per qualifying month of service. Employees who have been employed on the campus for less than one year receive the allowance on a pro rata basis.
- The total yearly uniform allowance earned by an employee must be paid in a lump sum in October 2001.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: II – Uniform Allowance

#### **Shift Differential:**

- Evening: An eligible employee who works four (4) or more hours between 6:00 p.m. and midnight (exclusive of overtime) is to be paid a shift differential of twenty-three cents (23¢) per hour for the employee's entire shift.
- Night: An eligible employee who works four (4) or more hours between midnight and 6:00 a.m. (exclusive of overtime) is to be paid a shift differential of twenty-eight cents (28¢) per hour for the employee's entire shift.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: III – Shift Differential

**P.O.S.T. Certification Stipend:**

- Upon achievement of an Intermediate P.O.S.T. Certification, an employee shall receive a monthly stipend of one hundred dollars (\$100.00). For achievement of an Advanced P.O.S.T. Certification, an employee shall receive an additional monthly stipend of one hundred fifty dollars (\$150.00). Payment of the monthly stipend shall begin within thirty (30) days after the employee has demonstrated that he/she has obtained the certification.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: IV – P.O.S.T. Certification Stipend

**Special Assignment Stipend:**

- Unit 8 employees are eligible to receive a monthly stipend of one hundred dollars (\$100.00) for performing one of the special assignments in Article 21.26 of the collective bargaining agreement.
- An employee is eligible to receive only one special assignment stipend per month even if more than one assignment is given.
- The stipend is paid on a month-to-month basis for the duration of the special assignment.
- An employee is not eligible for the stipend if the assignment is a regular part of his/her duties.
- A side letter has been signed confirming that a P.O.S.T.-certified bilingual interpreter may be considered by a Chief of Police for a special assignment stipend. This side letter is provided in Attachment B.

The following processing instruction is provided in Attachment A:

- Bonus/Additional Pay Programs: V – Special Assignment Stipend

**❖ Other Provisions Effective July 1, 2001:**

**Police Officer Cadet:**

- Pursuant to Article 1, effective July 1, 2001, Police Officer Cadets are excluded from the bargaining unit. As a result, a Police Officer Cadet – Non-Represented classification was created in the Excluded (E99) category (refer to HR 2001-19). All Cadet appointments effective July 1, 2001 or later must be made to the Excluded Cadet classification (class code 8346). Employees appointed to the Unit 8 Police Officer Cadet classification (class code 8345) on or after July 1, 2001, must be corrected in the PIMS database (via A52C).
- Cadet appointments effective June 30, 2001 or earlier will remain in the Unit 8 Cadet (class code 8345) classification for the duration of the appointment.
- The Unit 8 Police Officer Cadet classification will be abolished when all the incumbents are vacated from this class.

**Intermittent Police Officers:**

- Pursuant to Article 1, effective July 1, 2001, intermittent police officers are excluded from the bargaining unit. As a result, a Police Officer – Intermittent/Non-Represented classification was created in the Excluded (E99) category (refer to HR 2001-19). All intermittent appointments effective July 1, 2001 or later must be made to the Excluded classification (class code 8347). Intermittent employees appointed to a Unit 8 classification on or after July 1, 2001, must be corrected in the PIMS database (e.g. via A52C or A56C). Employees in intermittent appointments effective prior to July 1, 2001 must be converted to the Excluded class via a CRO transaction, effective July 1, 2001.

**Leave Program Enhancements and Dependent Fee Waiver:**

- Enhanced leave programs and benefits are addressed in detail in Technical Letter HR/Benefits 2001-16.

Questions regarding other aspects of this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>

CR/gc

**TECHNICAL LETTER  
HR/SA 2001-12  
ATTACHMENT A**

<p><b>PROCESSING INSTRUCTIONS</b> <b>Salary Increase Programs</b></p> <p><b>I. PERFORMANCE-BASED SALARY INCREASE (PBSI):</b></p>
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<b>FUNDING INFORMATION:</b>	
Funding Source:	Systemwide performance funds not spent in prior years
Pool Supplemented by Campus:	Yes

<b>PAY SCALES IMPACT:</b>	
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

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
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:	At the discretion of the President; however, base increases must be to one of the rates in the salary schedule.
Pay Form:	Base salary increase or lump sum bonus
Lump Sum Earnings ID:	"SW" Refer to Bonus/Additional Pay Programs for instructions.
Employees on Leave:	PBSIs from prior systemwide funds: <ul style="list-style-type: none"> <li>• Increases are effective 07/01/01 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/01.</li> <li>• 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.</li> </ul> PBSIs from other campus funds are effective at any time; however, must be at the beginning of a pay period.
Additional Information:	Refer to Article 21 of the collective bargaining agreement.
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
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:	<a href="http://www.calstate.edu/hrpims/awppm/awppm.htm">http://www.calstate.edu/hrpims/awppm/awppm.htm</a>

**TECHNICAL LETTER  
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ATTACHMENT A**

<p><b>PROCESSING INSTRUCTIONS</b> <b>Salary Increase Programs</b></p> <p><b>I. SERVICE-BASED SALARY INCREASE (SBSI):</b></p>
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<b>FUNDING INFORMATION:</b>	
Funding Source:	N/A
Pool Supplemented by Campus:	N/A

<b>PAY SCALES IMPACT:</b>	
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

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	N/A
Effective Date:	N/A
PIMS Transaction:	N/A
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>• For newly hired employees, Anniversary Dates (Item 330) should be entered on the appointment transaction.</li> <li>• Anniversary Dates for current employees will be rolled forward toward the end of fiscal year 2001/02.</li> </ul>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	N/A
CMS Baseline Instructions:	N/A

**TECHNICAL LETTER  
HR/SA 2001-12  
ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
<b>Bonus/Additional Pay Programs</b>

<b>GENERAL BONUS INSTRUCTIONS:</b>
<ul style="list-style-type: none"> <li>• 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, overtime and stipends, the FLSA requirement to factor the bonus into the “regular rate” for overtime calculations will be satisfied.</li> <li>• For exempt employees, bonuses can be expressed as a flat dollar amount or a percentage of income.</li> <li>• 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).</li> </ul>

**I. PERFORMANCE BONUS:**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the campus President.
Earnings ID:	“SW”
Amount:	N/A
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Medicare: Yes Social Security: N/A
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL/EIDL Payments:	No
Funding Source:	Systemwide performance funds not spent in prior years or campus funds.
Pool Supplemented by Campus:	Yes
Additional Information:	Refer to Article 21 of the collective bargaining agreement.

**TECHNICAL LETTER  
HR/SA 2001-12  
ATTACHMENT A**

**II. UNIFORM ALLOWANCES:**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	October 2001
Earnings ID:	"S1"
Amount:	\$57 per qualifying month of service plus \$500 for all full-time sworn officers (active or on-leave) during the October 2001 pay period.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Medicare: Yes Social Security: N/A
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL/EIDL Payments:	No
Funding Source:	\$500 one-time allowance: Systemwide \$57 per month allowance - Campus
Pool Supplemented by Campus:	Yes
Additional Information:	<ul style="list-style-type: none"> <li>• Refer to Article 17 of the collective bargaining agreement.</li> <li>• Employees separated on or before September 30, 2001 are not eligible for the \$500 one-time lump sum allowance.</li> </ul>

**III. SHIFT DIFFERENTIAL:**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	"SRE" - Evening "SRN" - Night Refer to Shift Differential Section of the SCO's PPM
Amount:	Evening = 23 cents per hour Night = 28 cents per hour
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Medicare: Yes Social Security: N/A
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL/EIDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 21 of the collective bargaining agreement

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**IV. P.O.S.T. CERTIFICATION STIPEND:**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Payment to begin within 30 days after the employee provides certification.
Earnings ID:	8ST0 – Intermediate only 8ST8 – Both Intermediate and Advanced
Amount:	Intermediate: \$100 per month Both Intermediate and Advanced: \$250 per month
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Medicare: Yes Social Security: N/A
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL/EIDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 21 of the collective bargaining agreement

**V. SPECIAL ASSIGNMENT STIPEND:**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	The stipend is paid on a month-to-month basis, for the duration of the special assignment.
Earnings ID:	8ST9
Amount:	\$100 per month
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Medicare: Yes Social Security: N/A
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL/EIDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 21 of the collective bargaining agreement

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ATTACHMENT B

Side Letter - Bi-lingual Interpreter

The Parties confirm that a Post-certified bi-lingual interpreter may considered by a Chief of Police for a special assignment stipend per provisions 21.2422-21.2827.

For the California State  
University

For the Statewide University  
Police Association