



THE CALIFORNIA STATE UNIVERSITY
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Date: May 17, 2002 **Code:** TECHNICAL LETTER
HR/SA 2002-07

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers

From: Cathy Robinson  Senior Director
Human Resources Administration Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: **Fiscal Year 2002/03 Salary Program for Faculty (Unit 3)**

The California State University (CSU) and the California Faculty Association (CFA - Unit 3) reached agreement on a three-year Memorandum of Understanding (MOU) for fiscal years (FY) 2001/02, 2002/03 and 2003/04. This memo addresses salary program provisions for FY 2002/03.

Please note that pursuant to Article 31.3, bargaining unit employees need to receive written notification of all salary increases that occur during an academic year. The notification shall include the reason for the salary increase, the new pay rate and the increase effective date. The FY 2002/03 salary program terms are:

- A 2% General Salary Increase (GSI), effective July 1, 2002.
- A 2.65% Service Salary Increase (SSI) to eligible bargaining unit members, effective close of business June 30, 2003.
- A 7% increase shall be applied to the minimum stipend for faculty appointed after July 1, 2002 to serve for the first time as an academic year department chair.
- Temporary faculty unit employees (excluding coaches) meeting certain criteria shall be offered a three-year temporary appointment.

Distribution:

Chancellor Reed
Vice Chancellor, Human Resources
CSU Presidents
Vice Presidents, Academic Affairs

Vice Presidents, Administration
Budget Officers
Employee Relations Designees
Director, SOSS

Detailed Program Information for Salary Provisions:

To help campuses process salary actions, processing 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. General on-going instructions on faculty programs and provisions can be found on Human Resources web site at: <http://www.calstate.edu/HR/RO3SalGuide.shtml>.

➤ General Salary Increase (GSI):

- Effective July 2002 pay period, a 2% GSI will be posted to the salary of each faculty unit employee and will be applied to the minimum rate, performance maximum rate, SSI maximum rate and special schedules of Unit 3 classifications.
- The State Controller's Office (SCO) will post the GSI transaction via mass update on the weekend of July 19, 2002. Employees appointed on or after July 1, 2002, but before the mass update is run, will also have the GSI applied to their salary. Refer to the SCO's Personnel Letter for processing timelines and instructions.
- Campuses may access compendium Report Code H50, Campus Detail, General Salary Increase, Cycle 0207, to identify employees who received the GSI in error because their appointment expiration date was prior to July 1, 2002 but they were not separated.
- The revised salary schedule will be available via CIRS after the mass update is run. Access **Report Code G20** listed under Systemwide Summary, Salary Schedule, **Cycle 9999**.
- The updated Unit 3 salary schedule will be available on the CSU web site (<http://www.calstate.edu/hrpims/salary.htm>) after the mass update has been completed.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: I – General Salary Increase.

➤ Service Salary Increases (SSI):

- Effective close of business **June 30, 2003**, a 2.65% SSI will be provided to eligible employees, subject to SSI review procedures and the SSI maximum, as appropriate. Employees with an anniversary date between July 2002 and June 2003 whose SSI Counter is greater than zero will receive the SSI.
- Implementation guidelines for processing FY 2002/03 SSIs, including compendium report information, will be provided to the campuses at a later date as the fiscal year end approaches.
- Campuses will be responsible for processing SSIs for eligible Temporary Faculty employees.
- Campuses will be responsible for processing SSIs for employees promoted in FY 2002/03 who are SSI-eligible in the lower rank but will not receive the SSI prior to the promotion effective date. The SSI increase of 2.65%, or up to the SSI maximum as appropriate, will be derived based upon the salary and SSI maximum rates in effect prior to promotion.

- If the SSI-eligible employee is not on active payroll status, the SSI can be posted with the next appointment.
- If an SSI-eligible employee is denied the SSI, the campus must post a denial (330) transaction.
- Employees denied an SSI may request a review with an appropriate administrator. If the decision to deny an SSI is reversed and the employee is later granted the SSI, the campus must void the denial and post the SSI as appropriate.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: II – Service Salary Increase (SSI).

➤ **Department Chair Stipends:**

- A 7% increase shall be applied to the minimum stipend for faculty appointed after July 1, 2002 to serve for the first time in academic year department chair classification codes 2482 and 2484. The increase to the minimum stipend amount shall be derived by applying a 7% increase to that fraction of base salary attributed to department chair duties. Campuses are responsible for processing this increase.

➤ **Three-year Temporary Appointments:**

- Temporary faculty unit employees (excluding coaches) employed during the prior academic year (2001/02) and possessing six or more years of prior consecutive service on a single campus in a single department shall be offered a three-year temporary appointment. One year of service shall be considered employment of one semester or two quarters in the bargaining unit on a single campus during a single academic year. Campuses may access compendium **Report Codes X77 and X78, Cycle 0205**, to identify potentially eligible employees.
- Processing guidelines pertinent to non-work status periods during the three-year appointment period are currently under consideration and will be addressed in a forthcoming technical letter.

Questions regarding processing instructions should be directed to your campus CSU Audits representative at the State Controller's Office. Questions regarding administrative information in this technical letter should be directed to Human Resources Administration at (562) 951-4411. Questions regarding collective bargaining aspects of this technical letter should be directed to Cordelia Ontiveros at (562) 951-4503, or via e-mail at contiveros@calstate.edu.

This technical letter is also available via Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/CO/dth

**PROCESSING INSTRUCTIONS
Salary Increase Programs**

I. GENERAL SALARY INCREASE (GSI)

PAY SCALES IMPACT:	
Change Summary:	Increase the minimums, service maximums and maximums of the range by 2%.
Class Code(s):	All Unit 3 classifications
CBID:	R03
Pay Scales Effective Date:	7/01/02
Date in Production:	7/18/02
Pay Letter:	2002-04 (to be released at a later date)

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	GEN: The SCO will generate via the mass update program. A54C: Campuses will process Special Payment corrections to incorporate the GSI after 7/18/02.
Processing Date(s):	7/18/02
Effective Date:	7/01/02
PIMS Transaction:	GEN A54C for Special Payment Transaction corrections
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-07
Pay Amount:	2%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 7/01/02 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40). • 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 7/01/02 will receive the GSI via GEN Transaction, including those employees whose appointment expiration date is prior to 7/01/02 who have not been separated. • Special Payment (A54) transactions for employees in class codes 2322, 2323, 2357 and 2402 with a last day worked of 7/01/02 or later (regardless of the effective date of the A54 transaction) are entitled to the GSI.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

**TECHNICAL LETTER
HR/SA 2002-07
ATTACHMENT A**

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load will be provided by HR-ISA to SOSS on 7/15/02.
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

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>II. SERVICE SALARY INCREASE (SSI):</p>
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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:	<ul style="list-style-type: none"> • Permanent/Probationary = State Controller's Officer • Temporary Faculty = Campuses • Department Chairs = Campuses • Promoted employees due an SSI in the prior rank = Campuses
Processing Date(s):	<ul style="list-style-type: none"> • State Controller's Office = to be determined • Campuses = to be determined
Effective Date:	7/01/03 (close of business 6/30/03)
PIMS Transaction:	<ul style="list-style-type: none"> • For SSI = MSA transaction • For SSI Denial = 330 transaction (to be completed by the campuses)
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	2.65% (or up to the SSI maximum, as appropriate)
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	<ul style="list-style-type: none"> • Increases are effective 7/01/03 for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40); • Increases for other employees on leave or other non-pay status are to be keyed by the campuses effective the date the employee returns to pay status using the MSA transaction.
Additional Information:	<ul style="list-style-type: none"> • If an eligible employee is denied the SSI, only the denial transaction should be posted. • Refer to Article 31 of the collective bargaining agreement and processing guidelines for the faculty salary program at: http://www.calstate.edu/HR/RO3SalGuide.shtml.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

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COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	Yes (for only those keyed by the SCO).
CMS Action/Reason:	Pay Rate Change/Service Salary Increase (Pay Rt Chg/SSI)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm