


THE CALIFORNIA STATE UNIVERSITY
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Date: August 27, 2002 **Code:** TECHNICAL LETTER
HR/Salary 2002-11
Supplement #1

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson, Senior Director 
Human Resources Administration

Subject: 2002/03 Salary Program for Academic Professionals of California (Unit 4) Employees

The following correction is made to technical letter HR/Salary 2002-11:

❖ **Long-term Satisfactory Service (LTSS) Bonus:**

- The LTSS bonus is a lump sum award, payable to employees who meet established service and performance criteria ~~in the prior fiscal year~~. If either of these criteria is not met, the employee will not be eligible for the LTSS bonus in 2002/03.
- Complete LTSS service requirements, performance requirements and calculation instructions remain unchanged from the prior years and can be found on Human Resources web site at:
<http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/index.shtml>

In addition, the “Amount” in the processing instruction was corrected. An updated processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: II –Long-Term Satisfactory Service 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 site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

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ATTACHMENT A

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS
II – Long-Term Satisfactory Service Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Following the employee's anniversary milestone
Earnings ID:	"GR"
Amount:	5% of the employee's monthly salary (exclusive of overtime and other premium payments) <u>multiplied by 12 (or pro-rated factor for other pay plans)</u>
Subject to PERS Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Refer to Article 23 of the collective bargaining agreement.