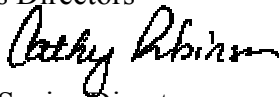


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: July 15, 2002 **Code: TECHNICAL LETTER**
HR/Salary 2002-12

To: Human Resources Directors
Payroll Officers 

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: **2002/03 Salary Program for Police Officer (Unit 8) Employees**

The California State University (CSU) signed a side agreement with the State University Police Association (SUPA) to modify the salary provisions of the collective bargaining agreement for fiscal year 2002/03 only. The terms of this agreement are as follows:

❖ **Salary Programs:**

- 0.68% General Salary Increase effective July 1, 2002.
- Half-step Service-based Salary Increase (approximately 2.3%). Service Maximum will move from Rate 12 to Rate 13 on the CSU Salary Schedule.
- Performance-based Salary Increase from campus funds only.

Detailed Program Information for Salary Provisions

To help campuses process actions, processing instructions are provided in Attachment A and include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce. For campus convenience, program information and processing instructions for new and on-going salary provisions are provided on Human Resources web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Information for new salary provisions is provided below:

❖ **General Salary Increase (GSI):**

- Effective July 1, 2002, the State Controller's Office (SCO) will post a 0.68% GSI to individual salary rates of all bargaining unit members and to all steps of all bargaining unit classifications. The GSI mass update program will run on July 19, 2002.
- The mass update program automatically posts GSIs for active employees whose appointment expiration date has passed. In order to assist campuses in identifying these employees, **CIRS Compendium Report H50, Cycle 0207**, will be available for campus reference on July 25, 2002.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration
Vice Presidents, Academic Affairs
Vice Presidents, Student Affairs

Chiefs of Police
Associate Vice Presidents/Deans of Faculty
Director, SOSS
Employee Relations Designees
Budget Officers

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs: I – General Salary Increase

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

- A half-step SBSI (approximately 2.3%) is provided subject to performance requirements and the Service Maximum on the CSU Salary Schedule. These will be processed monthly by the SCO.
- Anniversary Dates between July 2001 and June 2002 will be rolled forward by one year on the employees record by the SCO effective May 31, 2002. In order to assist campuses in identifying these employees, **CIRS Compendium Report X66, Cycle 0207**, is available for campus reference.
- The SBSI must be authorized or denied in writing.
- Effective July 1, 2002, the Service Maximum will increase from Rate 12 to Rate 13 on the CSU Salary Schedule. Campuses are responsible for identifying employees at Rate 12 as of July 1, 2002 and resetting the Anniversary Date as appropriate. In the event the campus does not adjust the Anniversary Date in time for the SCO to key the SBSI, campuses are responsible for keying the SBSI.

The following processing instruction is provided in Attachment A:

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

❖ **Performance-based Salary Increase (PBSI):**

- No systemwide funds are allocated for the PBSI program this fiscal year.
- Campuses with unspent PBSI funds from 2001/02 must rollover these funds into the PBSI pool for 2002/03. PBSIs from these funds are effective July 1, 2002.
- PBSIs from campus funds can be awarded at any time.
- PBSIs can be in the form of a base salary increase or a one-time bonus.
- Base salary PBSIs can be awarded in steps or half-steps. The employee's base salary must be consistent with the Rates identified in the CSU Salary Schedule.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs: III – Performance-Based Salary Increase

⇒ Bonus/Additional Pay Programs: I – Performance Bonus

Please note the employees on Military Leave receiving Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

For your reference, a copy of the side agreement is provided in Attachment B. Questions regarding this technical letter may 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
HR/Salary 2002-12
ATTACHMENT A**

PROCESSING INSTRUCTIONS

**SALARY INCREASE PROGRAMS
I - General Salary Increase**

PAY SCALES IMPACT:	
Change Summary:	Increase all steps by 0.68%.
Class Code(s):	All Unit 8 classifications
CBID:	R08
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO mass update
Processing Date(s):	07/19/02
Effective Date:	07/01/02
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-12
Pay Amount:	0.68%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/02 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/02. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN Transaction, effective the date of employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of 07/01/02 will receive the GSI via GEN Transaction, including those employees whose appointment expiration date is prior to 07/01/02 who have not been separated.
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 07/15/02.
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

TECHNICAL LETTER
HR/Salary 2002-12
ATTACHMENT A

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAMS
II - Service-Based Salary Increase

PAY SCALES IMPACT:	
Change Summary:	Move service maximum to Rate 13
Class Code(s):	All Unit 8 classifications
CBID:	R08
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	<ul style="list-style-type: none"> • SSI: SCO • Denial: Campuses • Rolling Forward Anniversary Date (Item 330): SCO • Resetting Anniversary Date (Item 330) for Employees at Rate 12 as of 07/01/02: Campuses
Processing Date(s):	At the employees anniversary date
Effective Date:	The month of the employee's anniversary date
PIMS Transaction:	<ul style="list-style-type: none"> • SSI: MSA • Denial: 330 • Rolling Forward Anniversary Date (Item 330): CRO • Resetting Anniversary Date (Item 330) Employees at Rate 12 as of 07/01/02: CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	One half-step (approximately 2.3%), which equates to 1 Rate on the Salary Schedule
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective the month of the Anniversary Date (Item 330) for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957=40) on 07/01/02. • Increases for other employees on leave or other non-pay status are to be keyed by the campuses via MSA Transaction effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • Campuses are responsible for resetting Anniversary Dates (Item 330) for employees who are at Rate 12 on 07/01/02. In the event the campus does not set the Anniversary Date in time for the SCO to key the SBSI, campuses are responsible for keying the SBSI. • Anniversary Dates between 07/2001 and 06/2002 have been rolled forward by the SCO via a CRO Transaction. Refer to CIRS Report X66 for affected employees.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

**TECHNICAL LETTER
HR/Salary 2002-12
ATTACHMENT A**

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/15/02.
GSI/SSI Load Impact:	Yes. For SSIs keyed by the SCO only. Refer to Business Process Guide.
CMS Action/Reason:	Pay Rate Change/Service Salary Increase (Pay Rt Chg/SSI)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

**TECHNICAL LETTER
HR/Salary 2002-12
ATTACHMENT A**

PROCESSING INSTRUCTIONS

**SALARY INCREASE PROGRAMS
III – Performance-Based Salary Increase**

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:	<ul style="list-style-type: none"> • PBSIs awarded from systemwide performance funds not spent in prior years are effective 07/01/02. • PBSIs awarded from 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 one of the Rates in the CSU 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"> • Increases are effective 07/01/02 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/02. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via SCR Transaction effective the date the employee returns to pay status.
Additional Information:	Refer to Article 21 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/Performance Increase (Pay Rt Chg/MER)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

TECHNICAL LETTER
HR/Salary 2002-12
ATTACHMENT A

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS

I - Performance Bonus

PIP PROCESSING INFORMATION:	
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
Additional Information:	Refer to Article 21 of the collective bargaining agreement.

MUTUAL MODIFICATION OF
COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE BOARD OF TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
AND THE
STATEWIDE UNIVERSITY POLICE ASSOCIATION
UNIT 8 - PUBLIC SAFETY
JULY 1, 2001 - JUNE 30, 2004

Notwithstanding any other provisions of the parties' Agreement, the parties mutually agree to modify the Agreement as follows:

In accordance with provision 21.14b.2. of the parties' Agreement, the following shall be provided, whether or not the Final CSU FY2002/03 Budget has been signed into law as of July 1, 2002:

1. A 0.68% General Salary Increase shall be provided effective July 1, 2002.
2. Eligible employees shall receive a half-step SBSI (approximately 2.3%) for FY 2002/03.

THE CALIFORNIA STATE UNIVERSITY

By: 

Samuel A. Strafacci

STATEWIDE UNIVERSITY POLICE ASSOCIATION

By:  6-19-02

Jim Procida

By: 

A. Alan Aldrich