

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

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

From: Cathy Robinson, Senior Director
Human Resources Administration



Subject: **New On-Line Benefit and Salary Program Communication Materials and Resources**

We are pleased to announce that Human Resources Administration has created new communication tools and on-line resources to assist campuses in the on-going administration of various employee programs. The new documents are available on the Web so that campus Human Resources, Benefits and Payroll Offices can access them when needed. We think you will find the new employee benefit communication materials and on-line resources to be of value to you and your staff. A summary of each is provided below:

<i>Employee Benefits</i>

❖ **Employee Benefits Summary Brochures**

These colorful brochures are designed to provide summary information for CSU sponsored benefit programs available to eligible represented and non-represented CSU employees. A separate brochure has been designed for each of the following employee groups:

- Management Personnel Plan (MPP)
- Confidential (C99)
- Physicians (Unit 1)
- Faculty (Unit 3)
- Support Services (Units 2,5,7 & 9)
- Academic Support (Unit 4)
- Skilled Crafts (Unit 6)
- Public Safety (Unit 8)
- Operating Engineers (Unit 10) - CMA campus only

Distribution:

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

Vice Presidents, Student Affairs
Employee Relations Designees
Director, SOSS
Budget Officers

A limited quantity of brochures was sent to campus Benefits Representatives this week. The pdf versions of these brochures are available at:
<http://www.calstate.edu/Benefits/compare.benefits.shtml>.

❖ **Dependent Care Reimbursement Account (DCRA) and Health Care Reimbursement Account (HCRA) Plan Communication Brochure**

This brochure titled *“Put More Out of Pocket In Your Pocket”* is designed to educate employees of the potential financial benefits of participating in the CSU’s DCRA and/or HCRA Plans. Campuses may use this marketing tool for open enrollment purposes and ongoing communications efforts. A limited quantity of brochures was sent to campus Benefits Representatives this week. The pdf version of this brochure is available at the following DCRA and HCRA Web site locations:

- DCRA: <http://www.calstate.edu/Benefits/flexible/dcra.carrier.materials.shtml>
- HCRA: <http://www.calstate.edu/Benefits/flexible/hcra.carrier.materials.shtml>

In addition, the two plans were highlighted in the September 6th release of the CSU Leader. Highlights of the two plans will also be in the Chancellor’s September 2002 Message. However, these brief notices should not replace campus communication regarding these two benefits.

❖ **Employee Benefits Programs Web Site Update**

Although this site has been in effect for some time, this is to officially announce the development of an Employee Benefits Programs Web site sponsored by systemwide Human Resources Administration and located at:

<http://www.calstate.edu/Benefits/index.shtml>

The site is designed for Benefits and Human Resources staff and contains benefit information for the following benefit categories and subcategories:

<p>Health Care:</p> <ul style="list-style-type: none"> • Medical • Dental • Vision • COBRA • Long-Term Care 	<p>Flexible Benefit Programs:</p> <ul style="list-style-type: none"> • Dependent Care Reimbursement Account (DCRA) • FlexCash Plan and TAPP • Health Care Reimbursement Account (HCRA) • Pre-Tax Parking
<p>COBRA</p>	<p>Life/AD&D Insurance:</p> <ul style="list-style-type: none"> • Basic Term Life and AD&D Insurance • Employee Paid Voluntary Life Insurance

<p>Disability Programs:</p> <ul style="list-style-type: none"> • Nonindustrial Disability Insurance • Industrial Disability Leave • Long Term Disability 	<p>Retirement Programs:</p> <ul style="list-style-type: none"> • CalPERS Retirement Program • Part-Time Retirement Program • Supplemental Savings <ul style="list-style-type: none"> ○ CSU 403(b) TSA Program ○ Savings Plus Program
<p>Other Benefit Programs:</p> <ul style="list-style-type: none"> • Fee Waiver • Auto/Homeowners Insurance • CalPERS Home loan • Mortgage Assistance 	<p><i>Time Off and Leave of Absence Programs to be added in the near future.</i></p>

Each category contains information about the benefits (including eligibility, effective dates and premiums) with links to relevant technical letters, administrative guides, carrier materials (including brochures and certificates), and carrier contacts. We have included a “What’s New” site location that announces new benefits or changes to existing benefits.

The Employee Benefits Program Web site also groups benefits by employee category. The “Benefits and Leave Program Summary by Employee Group” provides Benefits and Human Resources staff with a quick reference to all employee benefits. This on-line tool will be updated as new provisions are implemented or changes are made. To view, click on the link below: <http://www.calstate.edu/Benefits/compare.benefits.shtml>.

<i>Salary Administration</i>

❖ **Salary Program Information and Processing Instructions**

This site is designed for the Payroll office staff and HR professionals responsible for administering salary programs for CSU employees. For each salary program and bargaining unit, a Historical Matrix back to 1995 (includes increase amount, transaction code, and other info by fiscal year), and General Information and Processing Instructions are provided. This is the same information we provide in our technical letters. Information will be updated as new technical letters or supplements are issued. These resources can be found at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>

❖ **GSI, Service and Performance Historical Matrix (1995 to present)**

This site is intended to provide a quick reference of the three most common CSU salary increase programs. A summary by fiscal year and by employee group is provided: <http://www.calstate.edu/HRAdm/SalaryProgram/comp.matrix.shtml>

❖ **Salary Schedule**

This site provides the current and historical CSU salary schedule. Please note that effective July 1, 2003, the CSU Salary Schedule will be published on-line only. Hard copies will no longer be distributed. The salary schedule can be found at: <http://www.calstate.edu/hrpims/salary.htm>.

❖ **On-Line Personnel Information Management System (PIMS) Manual**

The hard-copy PIMS manual has been converted to an on-line version. The on-line version was developed in Robohelp, a Web-based program that works with Internet Explorer and Netscape and on both Windows and Macintosh platforms. Readers can navigate easily through the manual using the Contents or Search features and quickly find the information they are seeking and can move quickly from subject to subject using hypertext links. In addition, providing the on-line version will assist us in getting you the PIMS Manual updates in a more timely and cost-effective manner. PIMS manual updates are published on-line; hardcopies are no longer distributed. The manual can be found at: <http://www.calstate.edu/hrpims/pims/>.

<i>General Information</i>

❖ **Employee Policies and Programs**

This site provides the guiding policy on numerous employment provisions and programs. An alpha index is provided to more efficiently assist campuses in locating policy or other needed information. <http://www.calstate.edu/HRAdm/policies.shtml>.

❖ **Coded Memoranda**

This site includes all HR coded memoranda from 1995 to present. All documents are in pdf format. This site can be found at: <http://www.calstate.edu/HRAdm/memos.shtml>.

❖ **Classification Standards**

Classification Standards for all employee groups are provided at: <http://www.calstate.edu/HRAdm/classstandards.shtml>.

Again, we hope you find these sites and tools to be valuable and a more efficient way to communicate timely information. They are designed for you and your staff. Your feedback and/or suggestions are welcome. This Technical Letter is also available on the Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.