

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

Date: October 10, 2002 **Code:** TECHNICAL LETTER
HR/Salary 2002-18

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: 2002/03 Salary Program for SETC (Unit 6) Employees

The California State University (CSU) reached agreement with the State Employees' Trades Council (SETC) on a successor collective bargaining agreement for fiscal years 2002/03 through 2004/05. This technical letter provides salary program updates for fiscal year 2002/03 only.

❖ **Salary Programs:**

- 1.91% General Salary Increase effective July 1, 2002
- 1.0% Equity Increase for Salary Groups 5 and 6
- Performance-based Salary Increase from campus funds only
- New In-Range Progression Provision
- New Emergency Pay Overtime Provision
- Discontinuation of Safety Shoe Allowance
- New Terminology: "Limited Hourly Employees"
- No New Extended Performance Increase Program for 2002/03

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:

Distribution:

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

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

❖ **General Salary Increase (GSI) Program:**

- Effective July 1, 2002, the State Controller's Office (SCO) will post a 1.91% GSI to individual salary rates of all bargaining unit members who are active as of October 11, 2002. In addition, salary range minimums and maximums of all bargaining unit classifications will be increased by 1.91%. The SCO will key these increases during the week of October 14, 2002.
- The SCO will not process GSIs for active employees whose appointment expiration date has passed (campus processing instructions for these employees are provided in SCO's Personnel Letter).

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

❖ **Equity Salary Increase:**

- Effective July 1, 2002, a 1% equity increase will be applied to individual salary rates of all bargaining unit members in Salary Groups 5 and 6 and salary range minimums and maximums of Salary Groups 5 and 6 classifications. Salary Groups are provided in Attachment B. The Equity Salary Increase will be combined with the GSI and processed as outlined above.

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

- No systemwide funds are allocated for the PBSI program for this fiscal year.
- PBSIs from campus funds can be awarded at any time.
- PBSIs are in the form of a base salary increase and cannot exceed the salary range maximum.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Programs II – Performance-Based Salary Increase

❖ **In-Range Progression:**

- An in-range progression is a base salary increase within the existing salary range of a classification. In-range progressions are at the discretion of the president or designee and are paid from campus funds.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Programs III – In-Range Progression

❖ **Emergency Pay:**

- Emergency Pay is compensation for hours worked by designated employees during their normal shift while the campus is closed due to an emergency or other condition and when other employees are sent home on paid administrative leave.
- Emergency Pay is paid as overtime and in accordance with Article 23 of the collective bargaining agreement.

❖ **Discontinuation of the Safety Shoe Allowance:**

- The collective bargaining agreement no longer provides for a Safety Shoe Allowance. No payments should be made for fiscal year 2002/03 forward.

❖ **New Terminology - “Limited Hourly Employees”**

- The collective bargaining agreement now provides for the use of intermittent employees. “Limited Hourly Employees,” as defined in the collective bargaining agreement, refers to an employee who is appointed and works on an hourly, intermittent basis, not to exceed 960 hours in a fiscal year.

❖ **Extended Performance Increase (EPI):**

- No EPI will be awarded in 2002/03. Employees who received an EPI in prior years continue to receive the increase previously awarded.

Please note that employees on Military Leave receiving the CSU “Difference in Pay” 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.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

PROCESSING INSTRUCTIONS

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

PAY SCALES IMPACT:	
Change Summary:	<ul style="list-style-type: none"> • Increase the minimums and maximums of the range by 2.91% for classifications in Salary Groups 5 & 6 (see Attachment B). • Increase the minimums and maximums of the range by 1.91% for all other bargaining unit classifications.
Class Code(s):	All SETC (Unit 6) classifications
CBID:	R06
Pay Scales Effective Date:	07/01/02
Date in Production:	10/12/02
Pay Letter:	2002-05

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO will key increases into PIMS database
Processing Date(s):	Week of 10/14/02
Effective Date:	07/01/02
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-18
Pay Amount:	<ul style="list-style-type: none"> • 2.91% for employees in classifications in Salary Groups 5 & 6 • 1.91% for all other bargaining unit employees
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 the 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, with exception to those employees whose appointment expiration date is prior to 07/01/02.
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 10/07/02.
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/General Salary Increase (Pay Rt Chg/GSI)

PROCESSING INSTRUCTIONS

**SALARY INCREASE PROGRAMS
II – 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:	Can be effective at any time, at the discretion of the President; however, the effective date must be at 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, must not exceed the salary range maximum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Refer to Article 24 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)

PROCESSING INSTRUCTIONS

**SALARY INCREASE PROGRAMS
III – In-Range Progression**

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:	Can be effective at any time, at the discretion of the President; however, the effective date must be at the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	51
EH Remarks (Item 215)	N/A
Pay Amount:	At the discretion of the President; however, must not exceed the salary range maximum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Refer to Article 24 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/In-Range Progression (Pay Rt Chg/IRP)

Salary Groups - Unit 6

	Class Code	Classification
Salary Group 1	6250	Facilities Worker I
	6837	Mechanics Helper
Salary Group 2	6251	Facilities Worker II
Salary Group 3	6575	Blacksmith
	6703	Operating Engineer
	6685	Power Plant Operator
	6940	Facilities Maintenance Mechanic
	6270	Auto/Equipment Mechanic
	6476	Carpenter
	6642	Locksmith
	6616	Mason
6526	Painter	
Salary Group 4	6941	Farm Maintenance Mechanic
	6852	Lead Auto/Equip Mechanic
	6475	Lead Carpenter
	6643	Lead Locksmith
	6525	Lead Painter
	6702	Building Service Engineer
	6533	Electrician
	6280	Metal Worker I
6549	Plumber	
Salary Group 5	6699	AC/Refrigeration Mechanic
	6260	Facilities Control Specialist
	6532	Lead Electrician
	6548	Lead Plumber
	6281	Metal Worker II
	6474	Sup Carpenter
6524	Sup Painter	
Salary Group 6	6265	Facilities Project Supervisor
	6700	Sup Building Service Engineer
	6534	Sup Electrician
	6587	Sup Metal Worker
	6547	Sup Plumber