

THE CALIFORNIA STATE UNIVERSITY
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Date: May 19, 2005

Code: HR 2005-21
San Francisco State
University Only

To: President Corrigan
San Francisco State University

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: **San Francisco State University (SFSU) Head Start Employees (Unit 12)**

Effective June 1, 2005, a new California State University (CSU) employee group, "San Francisco State University (SFSU) Head Start," will be established as Unit 12. This new employee group is established solely for employees working for the federally funded Head Start child development program administered by the SFSU campus for Head Start child development centers in the Bay Area. All SFSU Head Start staff employees will be transitioned to this new employee group, with the exception of a few employees who qualify as "confidential" under the Higher Education Employer-Employee Relations Act (HEERA). These employees will be appointed to existing classifications in the CSU Confidential (C99) employee group. The following provides general implementation information for transitioning employees to Unit 12. Detailed guidelines are being provided to SFSU through separate communications.

CSU Employment and Representation

SEIU Local 790 (Service Employees International Union, AFL-CIO, CLC) is seeking to represent SFSU Head Start staff. The CSU believes that under HEERA, the Public Employment Relations Board (PERB) first must certify SEIU as the exclusive bargaining agent for SFSU Head Start staff employees before the union can be recognized and collective bargaining can begin. Until PERB certifies SEIU as the exclusive bargaining agent, this CSU employee group will remain nonrepresented and SFSU Head Start employees will be provided employment provisions similar to SFSU Foundation's employment provisions.

Transition Implementation Information

Until collective bargaining is completed, SFSU Head Start staff employees transitioning into Unit 12, will be provided salary, leave and benefit programs similar to that of SFSU Foundation salary, leave and benefit programs to the extent possible, as outlined below:

Distribution:

Chancellor
SFSU Vice Presidents Administration
SFSU Human Resources Director
SFSU Benefits Representative
SFSU Payroll Manager

SFSU Employee Relations Designees
SFSU Budget Officer
Director, SOSS

➤ **Classification**

Classification Code 1238 (Non Exempt/Exempt) will be established effective June 1, 2005. All SFSU Head Start (Unit 12) employees will be appointed to this classification unless otherwise bargained:

CB ID:	R12
Classification Code:	1238
Classification Name:	Head Start Staff
Salary Range 1 (Non Exempt):	\$1,906 - \$4,300
Salary Range 2 (Exempt):	\$3,400 - \$7,000

➤ **Appointments and Salary**

Head Start employees will be paid the same salaries paid by the SFSU Foundation at time of transition to CSU employment. Appointments must be keyed by SFSU in the State Controller's Office (SCO) employment history system in early June to ensure employees are paid for the June pay period and benefits are established effective July 1, 2005. SFSU Foundation's wage and hour provisions will continue as status quo under CSU employment. However, in the event a SFSU Foundation wage and hour provision is less generous than the Fair Labor Standards Act (FLSA), the FLSA provision will apply.

➤ **Leave and Benefit Programs**

The following provides a list of SFSU Head Start employee leave and benefit programs available to eligible Unit 12 employees. The chart identifies those programs that will change for SFSU Head Start employees as a result of the transfer to CSU employment. Note that SFSU Foundation benefits will continue for eligible Head Start employees until June 30, 2005.

<i>SFSU HEAD START LEAVES (Effective June 1, 2005)</i>	
Program	Description
Holidays, Vacation, Vacation Accrual, Sick Leave, FMLA, Workers' Compensation, Military Leave, Educational Leave, Bereavement, Leave without Pay, Time off for voting, School conference, Educational Release	No change from SFSU Foundation leave programs.
Jury Duty/Witness Service	Full pay for Jury Duty regardless of length of time served. Hourly employees are paid if regularly scheduled to work.

<i>SFSU HEAD START BENEFITS – (Effective July 1, 2005 or later)</i>		
Program	SCO Codes	Description
Medical	Deduction Code: Varies by plan	CalPERS health plans (i.e., PPO and HMOs)
Dental	Deduction Code: 150 181	CSU Dental Plan – Delta Dental Enhanced Level I
Vision	Deduction Code: 450 003	CSU Vision Plan - Blue Shield/MES
Life/AD&D Insurance	Deduction Code: 250 029	CSU Paid Life and AD&D Insurance– Standard Life Insurance coverage amount: \$50,000
Voluntary Life Insurance	Deduction Code: 075 117	CSU Voluntary Life Insurance – Standard Life Insurance
Health Care and Dependent Care Reimbursement Accounts	Deduction Codes: HCRA: 378 018 DCRA: 380 018	CSU HCRA and DCRA plans
Disability	--	Non Industrial Disability Insurance (NDI - \$125 per week) and Industrial Disability Leave (IDL)
Unemployment	--	No change
CalPERS Retirement eligible	PIMS Item 505 = 08	CalPERS Defined Benefit Plan subject to Social Security and Medicare.
Social Security and Medicare (Non CalPERS Retirement eligible)	PIMS Item 505 = NO	No change. (Employees continue to contribute to Social Security and Medicare and are not eligible for the DPA PST “OBRA” Program.)
Supplemental Retirement Program	Deduction Code: Varies	Voluntary Retirement Savings Plans [403(b), 457, 401(k)]

If you have any questions, please call systemwide Human Resources at (562) 951-4411. This HR Letter also is available on the Human Resources Administration’s Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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