

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

Date: August 23, 2005 **Code: TECHNICAL LETTER**
HR/Salary 2005-16

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: **2005/06 Salary Program for SETC (Unit 6) Employees**

The California State University (CSU) has reached an agreement with the State Employees' Trades Council (SETC) on a successor collective bargaining agreement for fiscal years 2005/06 through 2008/09. The following salary programs are provided in 2005/06:

❖ **Salary Programs:**

- 3.0% General Salary Increase effective July 1, 2005
- \$500 Rural Health Care Stipend
- Extended Performance Increase - 1% salary increase or \$254 bonus in January 2006

Detailed Program Information for Salary Provisions:

❖ **General Salary Increase (GSI):**

- Effective July 1, 2005, the State Controller's Office (SCO) will post a 3.0% GSI to individual salary rates of all bargaining unit members. The SCO will key these increases beginning August 25, 2005. All employees who are active at the time the GSI is processed will receive the GSI retroactive to July 1, 2005, or the employee's hire date, if the hire date is after July 1, 2005, and before the GSI is processed.
- In addition, all salary range minimums will be increased by 3.0% and salary range maximums will be increased by 4.5%. For those employees with an Anniversary Date of "MAX", the SCO will correct it to "NONE" on the GSI (GEN) transaction.
- The SCO will not process GSIs for active employees whose appointment expiration date has passed (campus processing instructions for these employees are provided in the SCO's Personnel Letter). In order to assist campuses in identifying these employees, CIRS Compendium Report F95, Cycle 0509, is available for campus reference.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

Budget Officers
Directors, Facilities/Plant
Director, SOSS

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

❖ **\$500 Rural Health Care Stipend:**

- To be eligible for the \$500 Rural Health Care Stipend, the employee must meet the following criteria during the August 2005 pay period:
 - Must be enrolled in a CalPERS sponsored non-HMO health plan.
 - Must reside in a zip code determined by CalPERS to be a rural area in which there are no CalPERS board approved Health Maintenance Organizations. The relevant zip codes are provided in Attachment B “California’s Proposed Eligible Rural Subsidy Zip Codes by County.”
 - Must be in an active or on-leave status.
- The stipend amount for each eligible part-time employee will be calculated on a pro-rata basis based on the August 2005 timebase.
- Employees enrolled in FlexCash are not eligible for the Rural Health Care Stipend.
- Employees with Indeterminate or Intermittent appointments are not eligible for the Rural Health Care Stipend since they are not eligible for health care benefits.
- Human Resources Information Support and Analysis (HR-ISA) will generate payroll transactions for eligible employees based on the criteria outlined above. Payments will be generated by HR-ISA in the week of September 12, 2005.
- To identify those employees eligible for the stipend, **CIRS Compendium Report X86, Cycle 0509**, will be available the week of September 12, 2005.
- Campuses are responsible for verifying that the employee is entitled to the stipend payment by verifying the following criteria:
 - Health benefit enrollment during the August 2005 pay period
 - Residence in a qualifying zip code during the August 2005 pay period
 - Active or on-leave status during the August 2005 pay period
- If the campus deems the employee ineligible, the campus must return the check to the SCO or reverse the direct deposit, as appropriate.
- In the event a campus deems an employee eligible and no payment was generated by the SCO, the campus must process the payment manually.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs I – Rural Health Care Stipend

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

- Effective January 1, 2006, employees who have at least 10 years of qualifying CSU service and who meet specific performance requirements will be eligible for a 1.0% EPI base salary increase.
- Employees with less than 10 years, but at least one year of CSU service, will be eligible for a \$254 EPI Bonus. This one-time lump-sum payment will be payable in the January 2006 pay period.

- Additional EPI program information will be addressed in a future technical letter.

Please note that 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 complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Additional instructions are provided in the SCO's Personnel Letter.

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/ac

Attachment

PROCESSING INSTRUCTIONS

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

PAY SCALES IMPACT:	
Change Summary:	Increase the minimums of the range by 3.0% and the maximums of the range by 4.5% for all bargaining unit classifications.
Class Code(s):	All Unit 6 classifications
CBID:	R06
Pay Scales Effective Date:	07/01/05
Date in Production:	08/25/05
Pay Letter:	2005-04

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO will key increases into PIMS database
Processing Date(s):	Beginning 08/25/05
Effective Date:	07/01/05
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-16
Pay Amount:	3.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/05 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/05. • Increases for other employees on leave (non-pay status) <u>prior to July 1, 2005</u> in open range classes are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status. If the Anniversary Date is "MAX," correct it to "NONE" on the GEN. For employees in apprenticeship step rate classes, adjust the anniversary date on the reinstatement transaction since a GEN transaction is not necessary.
Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of 07/01/05 will receive the GSI via GEN Transaction, with exception to those employees whose appointment expiration date is prior to 07/01/05. • Anniversary Dates for re-appointments or new employees, effective on or after July 1, 2005, must be set as appropriate.
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 08/23/05.
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS GEN Transaction

TECHNICAL LETTER
HR/Salary 2005-16
ATTACHMENT A

BONUS/ADDITIONAL PAY PROGRAMS

I – Rural Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> • HR-ISA will generate a payment transaction file for the SCO to process. • The campus is responsible for keying stipends for employees whom the campus deems eligible and were not paid by the SCO.
Processing Date(s):	<ul style="list-style-type: none"> • Payments will be generated by the SCO in the week of 09/12/05. • The CIRS Compendium Report X86, Cycle 0509, will be available the week of 09/12/05.
Earnings ID:	GE
Amount:	\$500 or prorated for timebase.
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, for the pay period in which the stipend was paid only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> • Refer to Article 25 of the collective bargaining agreement.

CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2005

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
ALPINE	95646	DEL NORTE	95548	HUMBOLDT	95551	LASSEN	96114
ALPINE	96120	DEL NORTE	95567	HUMBOLDT	95553	LASSEN	96117
AMADOR	95601	EL DORADO	95720	HUMBOLDT	95554	LASSEN	96119
AMADOR	95629	EL DORADO	95721	HUMBOLDT	95555	LASSEN	96121
AMADOR	95642	EL DORADO	95735	HUMBOLDT	95556	LASSEN	96123
AMADOR	95644	EL DORADO	96142	HUMBOLDT	95558	LASSEN	96127
AMADOR	95654	EL DORADO	96150	HUMBOLDT	95559	LASSEN	96128
AMADOR	95665	EL DORADO	96151	HUMBOLDT	95560	LASSEN	96130
AMADOR	95666	EL DORADO	96152	HUMBOLDT	95562	LASSEN	96132
AMADOR	95685	EL DORADO	96153	HUMBOLDT	95564	LASSEN	96136
AMADOR	95689	EL DORADO	96154	HUMBOLDT	95565	LASSEN	96137
AMADOR	95699	EL DORADO	96155	HUMBOLDT	95569	MODOC	96006
CALAVERAS	95221	EL DORADO	96156	HUMBOLDT	95570	MODOC	96015
CALAVERAS	95222	EL DORADO	96157	HUMBOLDT	95571	MODOC	96054
CALAVERAS	95223	EL DORADO	96158	HUMBOLDT	95573	MODOC	96101
CALAVERAS	95224	HUMBOLDT	95501	HUMBOLDT	95589	MODOC	96104
CALAVERAS	95225	HUMBOLDT	95502	INYO	92328	MODOC	96108
CALAVERAS	95226	HUMBOLDT	95503	INYO	92384	MODOC	96110
CALAVERAS	95228	HUMBOLDT	95511	INYO	92389	MODOC	96112
CALAVERAS	95229	HUMBOLDT	95514	INYO	93513	MODOC	96115
CALAVERAS	95232	HUMBOLDT	95518	INYO	93514	MODOC	96116
CALAVERAS	95233	HUMBOLDT	95519	INYO	93515	MONO	93512
CALAVERAS	95245	HUMBOLDT	95521	INYO	93522	MONO	93517
CALAVERAS	95246	HUMBOLDT	95524	INYO	93526	MONO	93529
CALAVERAS	95247	HUMBOLDT	95525	INYO	93530	MONO	93541
CALAVERAS	95248	HUMBOLDT	95526	INYO	93542	MONO	93546
CALAVERAS	95249	HUMBOLDT	95528	INYO	93545	MONO	96107
CALAVERAS	95250	HUMBOLDT	95534	INYO	93549	MONO	96133
CALAVERAS	95251	HUMBOLDT	95536	KERN	93527	MONTEREY	93426
CALAVERAS	95252	HUMBOLDT	95537	KERN	93528	MONTEREY	93450
CALAVERAS	95254	HUMBOLDT	95540	KERN	93554	MONTEREY	93901
CALAVERAS	95255	HUMBOLDT	95542	KERN	93555	MONTEREY	93902
CALAVERAS	95257	HUMBOLDT	95545	KERN	93556	MONTEREY	93905
DEL NORTE	95531	HUMBOLDT	95546	LASSEN	96009	MONTEREY	93906
DEL NORTE	95532	HUMBOLDT	95547	LASSEN	96056	MONTEREY	93907
DEL NORTE	95538	HUMBOLDT	95549	LASSEN	96068	MONTEREY	93908
DEL NORTE	95543	HUMBOLDT	95550	LASSEN	96109	MONTEREY	93912
				LASSEN	96113	MONTEREY	93915

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COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
MONTEREY	93920	SAN BENITO	95023	SHASTA	96096	TEHAMA	96075
MONTEREY	93921	SAN BENITO	95024	SHASTA	96099	TEHAMA	96078
MONTEREY	93922	SAN BENITO	95043	SISKIYOU	95568	TEHAMA	96080
MONTEREY	93923	SAN BENITO	95045	SISKIYOU	96014	TEHAMA	96090
MONTEREY	93924	SAN BENITO	95075	SISKIYOU	96023	TEHAMA	96092
MONTEREY	93925	SAN BERNARDINO	92242	SISKIYOU	96025	TRINITY	95527
MONTEREY	93926	SAN BERNARDINO	92280	SISKIYOU	96027	TRINITY	95552
MONTEREY	93927	SAN BERNARDINO	92363	SISKIYOU	96031	TRINITY	95563
MONTEREY	93928	SHASTA	96001	SISKIYOU	96032	TRINITY	95595
MONTEREY	93930	SHASTA	96002	SISKIYOU	96034	TRINITY	96010
MONTEREY	93932	SHASTA	96003	SISKIYOU	96037	TRINITY	96024
MONTEREY	93933	SHASTA	96007	SISKIYOU	96038	TRINITY	96041
MONTEREY	93940	SHASTA	96008	SISKIYOU	96039	TRINITY	96046
MONTEREY	93942	SHASTA	96011	SISKIYOU	96044	TRINITY	96048
MONTEREY	93943	SHASTA	96013	SISKIYOU	96050	TRINITY	96052
MONTEREY	93944	SHASTA	96016	SISKIYOU	96057	TRINITY	96091
MONTEREY	93950	SHASTA	96017	SISKIYOU	96058	TRINITY	96093
MONTEREY	93953	SHASTA	96019	SISKIYOU	96064	TUOLUMNE	95305
MONTEREY	93954	SHASTA	96022	SISKIYOU	96067	TUOLUMNE	95309
MONTEREY	93955	SHASTA	96028	SISKIYOU	96085	TUOLUMNE	95310
MONTEREY	93960	SHASTA	96033	SISKIYOU	96086	TUOLUMNE	95314
MONTEREY	93962	SHASTA	96040	SISKIYOU	96094	TUOLUMNE	95321
MONTEREY	95004	SHASTA	96047	SISKIYOU	96097	TUOLUMNE	95327
MONTEREY	95012	SHASTA	96049	SISKIYOU	96134	TUOLUMNE	95335
MONTEREY	95039	SHASTA	96051	SUTTER	95953	TUOLUMNE	95346
NEVADA	95724	SHASTA	96062	SUTTER	95957	TUOLUMNE	95347
NEVADA	95728	SHASTA	96065	SUTTER	95982	TUOLUMNE	95364
NEVADA	96111	SHASTA	96069	SUTTER	95991	TUOLUMNE	95370
NEVADA	96160	SHASTA	96070	SUTTER	95992	TUOLUMNE	95372
NEVADA	96161	SHASTA	96071	SUTTER	95993	TUOLUMNE	95373
NEVADA	96162	SHASTA	96073	TEHAMA	96021	TUOLUMNE	95375
PLACER	96140	SHASTA	96076	TEHAMA	96029	TUOLUMNE	95379
PLACER	96141	SHASTA	96079	TEHAMA	96035	TUOLUMNE	95383
PLACER	96143	SHASTA	96084	TEHAMA	96055	YUBA	95901
PLACER	96145	SHASTA	96087	TEHAMA	96059	YUBA	95918
PLACER	96146	SHASTA	96088	TEHAMA	96061	YUBA	95919
PLACER	96148	SHASTA	96089	TEHAMA	96063	YUBA	95922
		SHASTA	96095	TEHAMA	96074	YUBA	95925

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COUNTY	ZIP	COUNTY	ZIP
YUBA	95935		
YUBA	95962		
YUBA	95972		
YUBA	95977		
YUBA	95981		