

THE CALIFORNIA STATE UNIVERSITY
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Date: December 15, 2005
To: Human Resources Directors
Payroll Managers
From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration
Code: **TECHNICAL LETTER**
HR/Salary 2005-16
Supplement #1
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. Pursuant to Technical Letter HR/Salary 2005-16, the following provides information for the Extended Performance Increase (EPI) salary program for 2005/06:

❖ **Salary Programs:**

- 1% Extended Performance Increase (EPI), effective January 2006
- One-time \$254 EPI Bonus, payable in the January 2006 pay period

Detailed Program Information for Salary Provisions

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

- Effective January 1, 2006, employees in an active or on leave employment status in a Unit 6 position who have at least 10 years of qualifying CSU service as of January 1, 2006, and who meet specific performance requirements will be eligible for a 1.0% EPI base salary increase, not to exceed the salary range maximum. An EPI is a permanent increase to an employee's base salary.
⇒ Pursuant to provision 24.8, an employee's overall performance for the previous five (5) years must be satisfactory or better and the employee must not have any disciplinary actions received in the past five (5) years which remain in the personnel file. (Note: provision 24.8 language pertinent to five (5) year anniversary and minimum time base requirements are not applicable for the 2005/06 EPI base salary increase program.)
- Employees in an active or on leave employment status in a Unit 6 position with at least one year of CSU service but with less than 10 years of CSU service as of January 1, 2006, will be eligible for a \$254 EPI Bonus. This one-time lump-sum payment will be payable in the January 2006 pay period.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

Budget Officers
Directors, Facilities/Plant
Director, SOSS

- ⇒ To be eligible for \$254 EPI Bonus, the employee must meet established performance requirements. Employees with less than ten (10) years of service need only one or more years of service and satisfactory performance, for the lesser of five (5) years or for the period actually worked. Overall performance must be satisfactory or better and the employee must not have any disciplinary actions received which remain in the personnel file for the applicable service period. (Note: provision 24.8 language pertinent to five (5) year anniversary and minimum time base requirements are not applicable for the 2005/06 EPI bonus program.)
- A year of required service for a ten (10) month employee or 10/12 employee is the completion of twelve (12) pay periods and ten (10) qualifying months of service. A year of required service for an eleven (11) month or 11/12 employee is the completion of twelve (12) pay periods and eleven (11) qualifying months of service. A year of required service for a twelve (12) month employee is the completion of twelve (12) pay periods and twelve (12) qualifying months of service.
 - CIRS Compendium Report **W70**, Cycle **0512**, will be available the week of January 3, 2006 to assist campuses in identifying employees potentially eligible for the 1% base salary increase or the one-time lump sum bonus. The report must be accessed using the Express Function.

The following processing instructions are provided in Attachment A:

- ⇒ Salary Increase Program – Extended Performance Increase (EPI)
- ⇒ Bonus/Additional Pay Program – One Time \$254 EPI Bonus

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 salary program instructions are provided in the SCO's Personnel Letter #05-005.

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/dth

Attachment

TECHNICAL LETTER
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ATTACHMENT A

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
Extended Performance 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:	Campuses
Processing Date(s):	1/3/06 through 1/23/06
Effective Date:	01/01/06
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Ext Perf Incr
Pay Amount:	1%, not to exceed salary range maximum
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 01/01/06 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/06. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via CRO Transaction, effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • <i>Eligible employees:</i> Must have at least 10 years of qualifying CSU service and who meet specific performance requirements. • Refer to Article 24 of the collective bargaining agreement.

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS CRO Transaction

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BONUS/ADDITIONAL PAY PROGRAM
One-Time \$254 EPI Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	January 2006 pay period
Earnings ID:	SP
Amount:	\$254 one-time lump sum bonus
Subject to Retirement Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, for the pay period in which the bonus was paid only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> • <i>Eligible employees:</i> Must have less than 10 years, but at least one year of CSU service. • Campuses must submit Std. Form 674 to PPSD to process the bonus award for employees on leave of absence. • Refer to Article 24 of the collective bargaining agreement.