Date: November 28, 2005

To: Human Resources Directors
    Payroll Managers

From: Cathy Robinson
    Assistant Vice Chancellor
    Human Resources Administration

Subject: CSEA MSA Settlement – Final Update

Please be advised that the Administrative Law Judge overseeing the California State University’s (CSU) compliance with Unfair Practice Charge No. LA-CE 328-H, California State Employees Association v. Trustees of the California State University (i.e., Merit Salary Adjustment (MSA) Settlement Case) has concluded that the CSU has complied with Public Employment Relations Board Decision (PERB) NO. 1093b-H and the case is now closed.

Please note that after an exhaustive search to contact former employees who had not claimed their back pay awards, only ten former employees, or their beneficiaries, have unclaimed pay and interest warrants outstanding. Campuses have fulfilled their responsibility to find these individuals and no further outreach is required. Through separate correspondence, campuses have been provided the names of their former employees with unclaimed warrants and these campuses are required to maintain permanently the MSA records for these individuals until the campus is contacted by its former employee(s) and warrants are released. Following is the list of campuses with unclaimed warrants:

- CSU, East Bay
- CSU, Fullerton
- CSU, Northridge
- CSU, San Bernardino
- San Diego State University
- San Jose State University

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Business/Administration
Director, SOSS
Budget Officers
Mr. Les Chisholm, PERB
PERB is required to keep records on this case to November 8, 2011. As a result, all CSU campuses are required to maintain their MSA records until this date. At that time, the records should be destroyed, confidentially, where appropriate, except for those individual records where warrants remain unclaimed at the above named campuses.

If you have any questions, please contact Pamela Chapin in Human Resources Administration at (562) 951-4414 or via email at pchapin@calstate.edu. This technical letter is also available on Human Resources Administration’s web page at: http://www.calstate.edu/HRAdm/memos.shtml.

CR/pc