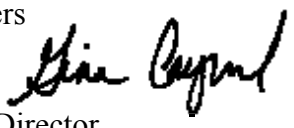



THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4411

**Date:** May 24, 2006

**Code:** TECHNICAL LETTER  
HR/Salary 2006-07

**To:** Associate Vice Presidents/Deans of Faculty  
Human Resources Directors  
Payroll Managers

**From:** Gina Caywood   
Interim Senior Director  
Human Resources Administration

Cordelia Ontiveros   
Senior Director  
Academic Human Resources

**Subject:** Faculty (Unit 3) Salary Administration During 2006 Summer Term Employment

The California State University (CSU) and the California Faculty Association (CFA) recently reached agreement on a revised Article 21 – Summer Term Employment. This letter serves to provide updated information on Faculty (Unit 3) salary administration for summer sessions offered by CSU campuses based on the new Article 21 (available on the Web at [http://www.calstate.edu/LaborRel/summer\\_2006\\_mou.pdf](http://www.calstate.edu/LaborRel/summer_2006_mou.pdf)). **This letter addresses summer programs at both quarter and semester campuses, including fee buy-down campuses.**

Provision 21.1 lists the Articles of the Unit 3 Collective Bargaining Agreement (CBA) that apply to employees who become faculty unit employees solely by appointment to summer term employment. Only provisions included in those Articles apply to this group of employees.

◀ **APPOINTMENTS AND SALARY**

➤ **Salary at Humboldt and Sacramento** - Humboldt State University and CSU Sacramento had separate MOUs governing some prior year summer operations. These separate MOUs are no longer in effect. Therefore the following classifications may not be used during Summer 2006.

- 2158 Lecturer, Summer Term - Casual Employment Employee
- 2160 Instructional Faculty, Summer Term - Casual Employment Employee
- 2282 Department Chair, Summer Term - Casual Employment Employee

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**Distribution:**

Vice Chancellor, Human Resources  
Executive Vice Chancellor/Chief Financial Officer  
CSU Presidents  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration

Budget Officers  
Benefit Officers  
Employee Relations Designees  
Director, SOSS

- **Salary during State-Supported Summer Session at all Semester Campuses, including Stanislaus** – Faculty members who teach for extra pay during a state-supported (including fee buy-down) summer term in addition to their regular academic year position are to be appointed into the classification code listed below. Faculty members in this classification are paid on a per unit basis. The rate per unit is calculated by dividing the faculty member’s academic year full-time annual salary by 30 (30 units represents full-time for one academic year at a semester campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(30).
  - 2457 Instructional Faculty, Summer Session – State Support  
Refer to Attachment A, Summer Term Employment: I – PIMS Coding  
Instructions for Class Code: 2357/2457.
  
- **Salary during State-Supported Summer Session at QSYRO Campuses** – Compensation of faculty eligible for summer term employment shall continue to be pursuant to classification code 2368.
  - 2368 Instructional Faculty – Extra Quarter Assignment
  
- **Salary during State-Supported Summer Session at CSU Bakersfield and at CSU San Bernardino** – Faculty members who teach for extra pay during a state-supported (including fee buy-down) summer term in addition to their regular academic year position are to be appointed into the classification code listed below. Faculty members in this classification are paid on a per unit basis. The rate per unit is calculated by dividing the faculty member’s academic year full-time annual salary by 45 (45 units represents full-time for one academic year at a quarter campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(45).
  - 2457 Instructional Faculty, Summer Session – State Support  
Refer to Attachment A, Summer Term Employment: I – PIMS Coding  
Instructions for Class Code: 2357/2457.
  
- **Faculty Who Teach Only in the Summer** – Faculty who teach only in the summer do not have an academic year salary upon which to base their summer salary. Therefore, these faculty may be appointed at any appropriate salary level within classification code 2457 for state-supported summer term employment.
  
- **State-supported Summer Term as Part of Academic Year** – In order for a campus to appoint a faculty member to teach in the summer as part of the regular academic year assignment, either (1) the campus must have an agreement negotiated at the statewide level between the CSU and the CFA that allows faculty to spread the academic year workload over the academic year plus the summer (currently allowed only at Humboldt State University and CSU Sacramento) **OR** (2) the campus must submit an academic calendar that includes a summer term that meets the CSU definitions to be equivalent to a regular semester. No extra salary is

paid, and no additional benefits accrue. Regular academic year salary is paid in twelve equal monthly installments, in accordance with the approved campus academic calendar. Sick leave and other leave programs are available during the faculty member's academic year appointment.

- **Salary during Self-Supported Summer Session at all Campuses** – Faculty members at all campuses who teach during summer sessions in self-support for-credit programs offered through Extended Education are to be appointed into the classification code listed below. Faculty members in this classification are paid on a per unit basis. At semester campuses, the rate per unit is calculated by dividing the faculty member's academic year full-time annual salary by 30 (30 units represents full-time for one academic year at a semester campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(30). At quarter campuses, the rate per unit is calculated by dividing the faculty member's academic year full-time annual salary by 45 (45 units represents full-time for one academic year at a quarter campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(45).
  - 2357 Instructional Faculty, Summer Session – Extension  
Refer to Attachment A, Summer Term Employment: I – PIMS Coding Instructions for Class Code: 2357/2457.

The Salary Schedule for classification 2357 will be changed effective May 2, 2006 to abolish ranges 3-5 and convert ranges 1 and 2 to open ranges.

- **Compensation Based on Enrollment** – If a course has an enrollment of less than 15 students, the faculty member's salary shall be reduced by 5% for each student below 15. Salary shall be reduced to no lower than 85% of full salary. This applies to both state-support and self-support courses, with appointments in classification codes 2357 or 2457. The reduced salary rates are as follows: 95% for 14 students, 90% for 13 students, and 85% for 12 or fewer students. The President may offer rates higher than the reduced compensation rates for low enrollment.

#### ◀ **PAYMENTS FOR INDIRECT INSTRUCTION**

- **Tenured and Probationary Faculty at Semester Campuses** – All Tenured and Probationary faculty employed in state-funded summer sessions at all semester campuses who do not receive a specific indirect instructional assignment with compensation in the summer term shall receive an indirect instructional payment in the amount of \$150 per each WTU of direct instructional work assigned for summer 2006, as a one-time lump sum payment. All Tenured and Probationary faculty who do receive a specific indirect instructional assignment with compensation (such assignments must be paid at the 1/30 rate) in the summer term shall not receive the \$150 payment.

- **Lecturers at All Campuses** – At all campuses, lecturers that receive a specific indirect instructional assignment with compensation in the summer term shall be compensated if that assignment is completed. Lecturers that do not receive a specific indirect instructional assignment with compensation in the summer term shall not receive any compensation for indirect instructional work.
- Processing instructions for payment of indirect instruction one-time lump sum payments are provided in Attachment A: Summer Term Employment: II – Indirect Instructional Payment.

◀ **SERVICE SALARY INCREASES (SSIs) AND ENTITLEMENT ISSUES FOR LECTURERS AT SEMESTER CAMPUSES**

- **Lecturer SSIs** – WTUs assigned to temporary faculty in Summer 2006 state-supported summer programs at all semester campuses count towards units required for SSI eligibility under provision 12.10. Quarter system campuses continue their campus practices on this issue.
- **Lecturer Entitlements** – State-supported summer term employment at all semester campuses is included for purposes of entitlement timebase calculations and similar assignment under provisions 12.3 and 12.12 for lecturers who work Spring 2006 and Summer 2006 but who did not work Fall 2005. Employment must have been in the same department at the same campus. Summer term employment is not included for lecturers who worked both Fall 2005 and Spring 2006. Quarter system campuses continue their campus practices on these issues.

◀ **SUMMER HEALTH BENEFITS STIPEND**

- **All campuses** – Lecturers who meet all of the following criteria will receive a stipend of \$400 per month for any of the July, August, and/or September pay periods during which he/she was not eligible for CalPERS health benefits.
  - The lecturer was employed in the immediately preceding spring term and enrolled in CalPERS health benefits; and
  - The lecturer was appointed and worked at least six (6) WTUs during their entire summer term employment.

Stipends are not paid to any employee who is eligible for CalPERS health benefits during these pay periods (July, August, September). The stipend is intended for lecturers who work in the spring and are enrolled in health benefits and then work at least 6 WTUs in the summer but lose health benefits eligibility during all or part of the summer. Additional information is detailed in Technical Letter HR/Benefits 2006-08.

- Processing instructions for payment of the summer health benefits stipend are provided in Attachment A: Summer Term Employment: III – Summer Health Benefits Stipend.

This memorandum also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions may be directed to Academic Human Resources at (562) 951-4503.

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**TECHNICAL LETTER  
HR/Salary 2006-07  
ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
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**SUMMER TERM EMPLOYMENT**

**I - PIMS Coding Instructions For Class Code: 2357/2457**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	2357 range 1 and 2 converted to open ranges and ranges 3-5 abolished 2457 established effective 5/2/2006
Class Code(s):	2357, 2457
CBID:	R03
Pay Scales Effective Date:	05/02/2006
Date in Production:	06/19/2006 (see additional information below)
Pay Letter:	2006-04

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	N/A
Effective Date:	Summer term
PIMS Transaction:	A54
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	Varies by employee
Pay Form:	Units
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>• Due to system changes being implemented by the State Controllers Office to accommodate this pay method, campuses may not key any transactions for class 2357 and 2457 until June 26, 2006.</li> <li>• Item 310, Salary Per = U</li> <li>• Item 335, Range: 1 – Semester campus, 2 – Quarter campus</li> <li>• Item 365, Base = Unit between 0.1 - 15</li> <li>• Item 365, Rate = Between the minimum and maximum rate for the range</li> <li>• Item 365, Total Amount= Base * Rate</li> <li>• Item 405, Time Base = IND</li> <li>• Item 505, Retirement = Refer to PIMS Manual</li> </ul>
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEM (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Pay Scales file will be provided to SOSS by 06/12/2006
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Must map to an A54 transaction

<b>PROCESSING INSTRUCTIONS</b>
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**SUMMER TERM EMPLOYMENT**

**II – Indirect Instructional Payment**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	<ul style="list-style-type: none"> <li>• The campuses are responsible for keying lump sum payments.</li> </ul>
Processing Date(s):	<ul style="list-style-type: none"> <li>• Upon completion of session/assignment</li> </ul>
Earnings ID:	GW
Amount:	Varies by employee (\$150.00 per WTU of direct instruction)
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Earnings Statement Description:	INDIRCT INS
Additional Information:	<ul style="list-style-type: none"> <li>• Probationary and tenured faculty only.</li> <li>• Only one payment can be processed for the summer term reflecting the total amount due.</li> <li>• Payments must be keyed using the employee's regular faculty position in a pay period immediately preceding the summer session assignment (e.g., May or June)</li> </ul>

<b>PROCESSING INSTRUCTIONS</b>
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**SUMMER TERM EMPLOYMENT**

**III – Summer Health Benefits Stipend**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	<ul style="list-style-type: none"> <li>• The campuses are responsible for keying lump sum payments.</li> </ul>
Processing Date(s):	<ul style="list-style-type: none"> <li>• Upon completion of session/assignment</li> </ul>
Earnings ID:	GZ
Amount:	Varies by employee (\$400.00, \$800.00 or \$1200.00 only)
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Earnings Statement Description:	Health Stip
Additional Information:	<ul style="list-style-type: none"> <li>• Only one payment can be processed for the summer term to coincide with the number of pay periods that the employee was not eligible for health benefits. Payment amount is \$400, \$800 or \$1200 as appropriate.</li> <li>• Payments must be keyed using the employee’s regular faculty position in a pay period immediately preceding the summer session assignment (e.g., May or June)</li> </ul>