

Date: June 22, 2007 Code: TECHNICAL LETTER
HR/Benefits 2007-08
HR/Leaves 2007-02

To: Human Resources Directors
Associate Vice Presidents/Deans, Faculty Affairs
Benefits Officers Supersedes: HR/Benefits 2006-08

From: Gail Brooks 
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Human Resources

Subject: Benefit and Leave Programs Update – California Faculty Association (Unit 3) Employees

The California State University (CSU) and the California Faculty Association (CFA) recently completed negotiations on a new four (4) year Collective Bargaining Agreement (CBA) for CFA represented employees. The effective date of the Agreement is May 15, 2007 through June 30, 2010. Benefit and leave program changes are highlighted below.

Health Benefits Eligibility

The eligibility criteria for health benefits for "grandfathered" lecturers and coaches who worked six weighted teaching units in Academic Year 1991/92 was eliminated. These faculty members qualify for benefits under the unique enrollment criteria for health benefits pursuant to Government Code 227772(4) and the CBA, otherwise referred to as meeting the AB 211 eligibility criteria.

Summer Health Benefits Stipend

The Summer Health Benefits Stipend consisting of a stipend of \$400 per month for any of the July, August, and/or September pay periods during which the employee was not eligible for CalPERS health benefits continues for Lecturers meeting the following criteria:

- Was employed in the immediately preceding Spring term and enrolled in CalPERS health benefits, and
- Was appointed and worked at least six (6) Weighted Teaching Units (WTUs) during their entire Summer term employment.

Please note that stipends are not paid to any employee who is eligible for CalPERS health benefits during these pay periods.

Rural Health Care Stipend Program

The Rural Health Care Stipend program was eliminated.

Employee Fee Waiver Program

The following changes have been made to the Employee Fee Waiver program for faculty employees:

- Eligible employees include all tenured and probationary faculty and temporary faculty unit employees (excluding coaches) with three (3) year appointments pursuant to Article 12.12 of the CBA. Eligible temporary faculty employees include those who do not receive their time base entitlement during a portion of their three year appointment.
- The new fee waiver payment structure for faculty employees is:

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The following fees shall be fully waived:

- Application Fee
- Identification Card Fee
- Instructionally Related Activity Fee
- Health Services Fee
- State University Fee for a maximum of two (2) courses or six (6) units, whichever is greater
- All Category I fees as defined in Executive Order 740 that are not listed above. Category I fees include campus or college/school-based instructionally related fees and other fees established by campus student referendum and approved by the Chancellor.

The following fees shall be reduced to one dollar (\$1):

- Student Body Association Fee
- Student Union Fee
- Health Facilities Fee

All other fees of any category shall be paid at the regular rate.

As a reminder: A participating faculty employee taking CSU courses in addition to the CSU fee waiver courses shall pay the difference between the part-time State University Fee and the full-time State University Fee. Faculty unit employees are entitled to instructional services, but not student services.

Dependent Fee Waiver Payment Structure

The new fee waiver payment structure for dependents of faculty employees (spouse, dependent child or registered domestic partner) is:

The following fees shall be fully waived:

- Application Fee
- Identification Card Fee
- State University fee for a maximum of two (2) courses or six (6) units, whichever is greater

For dependents, all other fees of any category shall be paid at the regular rates.

Please note: A spouse, domestic partner, or dependent child of a faculty unit employee taking CSU courses in addition to the CSU fee waiver courses shall pay the difference between the part-time State University Fee and the full-time State University Fee. A dependent of a faculty unit employee is entitled to utilize all services provided to other CSU students including, but not limited to, student health services.

Paid Bereavement Leave

Bereavement leave is now five (5) days leave with pay for each death in the immediate family. The travel requirement was eliminated.

Maternity/Paternity Leave

The Maternity/Paternity leave has been modified and shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child. Other provisions remain unchanged.

Catastrophic Leave Program

The following changes have been made to the Catastrophic Leave Program for faculty employees:

- A faculty employee may donate up to forty (40) hours of leave credits per fiscal year in increments of one hour or more.

- The total donated leave credits shall normally not exceed an amount necessary to continue the employee for six (6) calendar months calculated from the first day of catastrophic leave. After three (3) months, the President may request verification of the continuing illness or injury.
- If the recipient employee has exhausted all donated leave credits from the campus and is in need of additional donations to complete the approved catastrophic leave period, sick leave or vacation credits may be transferred from donor faculty employees at other CSU campuses, provided the President of the recipient employee's campus agrees to receive such donated leave credits.

Other provisions remain unchanged.

Sick Leave Accrual and Usage During State-Supported Summer Term for Extra Pay - All Campuses

Pursuant to Article 23, faculty members who are appointed during a state-supported summer term for extra pay may use accrued sick leave and other applicable leave programs, such as maternity/paternity leave and bereavement leave, per Article 23, during the summer appointment. Part-time faculty members continue to accrue sick leave, prorated according to time base, during each qualifying pay period (employee works at least 1/2 of the academic session days in the pay period), up to a full-time equivalent (i.e., maximum accrual of 8 hours per month or 96 hours per year, per person).

For part-time faculty members with an "indeterminate" time base appointment, calculate time base for the purpose of prorated sick leave accrual as:

$$8 \times (\text{number of units}) / (15)$$

For example, if a part-time faculty member is appointed to 3 units for a summer session that runs from June 21 through July 30, that employee would now be eligible to accrue an additional $(8) \times (3) / (15) = 1.6$ hours of sick leave in June and 1.6 hours in July, if the faculty member works at least half of the session days in each month, and if the accrual will not result in more than the 8 hour per month maximum. These additional sick leave hours are added to the faculty member's sick leave balance. Full-time faculty members who already accrue full sick leave do not accrue additional sick leave during a summer assignment for extra pay. These sick leave accrual and use provisions apply to all state-supported summer programs. As is the case during the regular academic year, use of accrued sick leave, or other applicable leave program, is optional at the discretion of the faculty member. The faculty member may choose to forfeit the pay for days missed due to illness or other reason. If accrued sick leave is used, it is charged as indicated below, and sick leave hours are deducted from the faculty member's sick leave balance in his or her regular position.

Appointments in classification code 2457 at semester and quarter (non QSYRO) campuses

These appointments do not include a time base. Sick leave in this case is charged proportional to the number of units assigned and the number of days missed, according to the following formula:

$$\text{Sick Leave Hrs Charged} = \frac{(\text{number of units assigned}) \times (8) \times (85^*) \times (\text{days missed})}{(15) \times (\text{total summer term days})}$$

- (number of units assigned) = the total number of units assigned to the faculty member for the summer term or session
- 8 = hours in a regular full-time day in a regular semester
- 85* = there are nominally 85 days in a regular semester; 58 days in a quarter (use campus calendar)
- (days missed) = number of consecutive days absent or unavailable, whether or not the assigned class meets on that day
- 15 = full-time assignment of units during a regular semester
- (total summer term days) = the total number of days in the summer term or session (not just the number of class days assigned to that faculty member's class).

For example, if a faculty member is assigned to teach 6 units during a 12-week summer session (60 total days in this summer session), and the faculty member is sick and unavailable to work for 4 days during this 12-week period, then 18 hours of sick leave would be charged (rounded to the nearest hour):

$$\text{Sick Leave Hrs Charged} = [(6) \times (8) \times (85) \times (4)] / [(15) \times (60)] = 18 \text{ hours}$$

Leave Accounting

Campuses should review their leave accounting systems. These procedures may require some manual records or a revision to existing systems.

Eligibility for Disability Programs During State-Supported Summer Session – All Campuses

Faculty members who work during a State-supported summer session may be eligible for Nonindustrial Disability Insurance (NDI), Industrial Disability Insurance (IDL) or Workers' Compensation Temporary Disability (TD) payments for illnesses/injuries that occur during the summer session if certain conditions are met:

- The faculty member must meet the eligibility criteria as stated in the NDI or IDL administrative guides (e.g., CalPERS membership, etc.) to be eligible for NDI or IDL payments.
- A part-time faculty member who works a summer session and suffers a work-related injury/illness is eligible to receive IDL payments.
- A full-time Academic Year (AY) faculty member who works a summer session as part of his/her AY appointment and suffers a work-related injury/illness during the summer session is eligible to receive IDL payments.
- A faculty member who works a summer session as a part-time lecturer, or works a summer session as a full-time AY faculty member as part of his/her AY appointment and suffers a non work-related illness/injury is eligible to receive NDI payments.
- A full-time AY faculty member who works the summer session for extra pay and suffers a non work-related illness/injury may be eligible to receive NDI payments if a wage loss can be demonstrated, even though the faculty member may be receiving payments from his/her regular AY position.
- A part-time faculty member who is not a member of CalPERS who works a summer session and suffers a work-related injury/illness is covered by workers' compensation and is eligible to receive temporary disability (TD) payments.

Please note: A full-time AY faculty member who works a summer session for extra pay and suffers a work-related injury/illness is ineligible for IDL benefits. The faculty member will have his/her medical expenses covered by workers' compensation and may be eligible for temporary disability payments. If the faculty member is still disabled when the new AY term begins, the faculty member is eligible for IDL and payments are to be based upon his/her regular AY appointment salary rate.

Parking

Pursuant to Article 32 of the CBA, parking fees will be increased by the percentage amount of the General Salary Increase (GSI) for the respective fiscal year. For FY 2006/07, parking fees for Unit 3 employees will be raised 3% effective July 2007 pay period (to correlate to the 3% GSI effective July 1, 2006). For FY 2007/08, parking fees will be implemented upon approval of the State budget on a prospective basis. The June 30, 2007, 1% parking fee increase will be combined with the 3.7% parking fee increase for a total 4.7%. Details are being finalized with the State Controller's Office and additional information will be released in a forthcoming Technical Letter.

CMS Processing Instructions

There is potential that this update may have minor impact to the Benefits, Time and Labor, Leave Accounting, and Absence Management modules in the CMS baseline. Additional information will be provided in a future CMS communication.

Questions regarding this Technical Letter may be directed Human Resources Administration at (562) 951-4411. This Technical Letter is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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