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HR/Salary 2007-03
SFSU Only

To: Associate Vice President, Human Resources, Safety & Risk Management
Wanda Humphrey, Payroll Manager
San Francisco State University

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Subject: 2006/07 Salary Program for SFSU Head Start (Unit 12) Employees

The California State University (CSU) has reached an initial agreement with the Service Employees International Union (SEIU) Local 790, for Head Start Program employees at San Francisco State University (SFSU) on a collective bargaining agreement. The agreement is effective January 16, 2007 through May 31, 2009. The following salary programs are provided in 2006/07:

❖ **Salary Programs:**

- 4.0% General Salary Increase - effective December 1, 2006
- Educational Incentives – payable to eligible employees
- Longevity Incentive Bonus – one-time bonuses for completion of three years or five or more years of Head Start service

Detailed Program Information for Salary Provisions:

❖ **General Salary Increase (GSI):**

- Effective December 1, 2006, the campus will post a 4.0% GSI to the individual salary rates of all bargaining unit employees. All employees who are active at the time the GSI is processed will receive the GSI retroactive to December 1, 2006, or the employee's hire date, if the hire date is after December 1, 2006, and before the GSI is processed. The campus may begin keying these increases beginning January 18, 2007.

Effective December 1, 2006, the minimum for range 1 and 2 and the maximum for range 2 for class 1238 will be increased by 4.0%. The maximum for range 1 will be increased to a total of \$5,720 reflecting the base salary of \$5,500 per month plus the 4.0% GSI.

Distribution:

President Corrigan
Vice Chancellor, Human Resources
Vice President, Administration
Budget Officer

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

❖ **Educational Incentives to Eligible Employees:**

- Employees with job titles identified in Charts A and B of Appendix C of the Agreement may be eligible for salary rate increases. The Educational Incentives Schedule for fiscal year 2006/07 is outlined as follows:
 - Increases Upon Promotion
 - Employees whose job titles are listed in Chart A of Appendix C may be eligible to receive a promotion to the corresponding job title and minimum rate within Chart A, upon completion of the minimum credential and experience requirements.
 - Example: An employee with a Center Assistant job title may be eligible for promotion to the job title "Teacher Assistant I" with a monthly salary of \$1,944.80, upon completion of 6 to 12 ECE units, including ECE Core Subjects, plus satisfactory completion of high school.
 - Percentage Increase To Base Salary
 - Employees whose job titles are listed in Chart B of Appendix C may be eligible to receive a base salary increase of 3.0% for receiving a baccalaureate degree, and/or 5.0% for receiving a master's degree from an accredited institution(s), not to exceed the salary range maximum of the classification
 - Degrees earned prior to institution of the fiscal year 2006/07 Educational Incentive Program are not eligible for these increases.
 - The campus should create procedures for eligible employees in Unit 12 positions to apply for Educational Incentives, pursuant to Article 20.7.1 of the CBA and Appendix C.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs II – Educational Incentives

❖ **Longevity Incentive Bonus:**

- Longevity Incentive bonuses are available to eligible Unit 12 employees who have served in the Head Start Program. Employees may be eligible for either of the following bonuses:
 - Three Year's Experience: Employees who complete at least three consecutive years of Program service, but less than five years, as of June 1, 2006, are eligible to receive a bonus of \$600.
 - Five Year's Experience: Employees who complete five consecutive years or more of Program service as of June 1, 2006 are eligible to receive a bonus of \$2,000.
- The campus will be responsible for determining who is eligible for the longevity bonus. When calculating eligibility, consecutive years of service should be calculated from the last date of hire without regard to leaves or non-qualifying pay periods. A separation will be considered a break in service. A separation and reappointment will constitute a new date of hire.
- Employees must be active or on leave in the bargaining unit at the time of payment to receive the bonus.

The following processing instructions are provided in Attachment A:

⇒ Bonus Programs I – Longevity Incentive Bonus

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>.

GB/aj

Attachments

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAMS
 I - General Salary Increase

PAY SCALES IMPACT:	
Change Summary:	<ul style="list-style-type: none"> Increase by 4% the minimum for range 1 and 2 and the maximum for range 2 for class 1238. Increase the range maximum for range 1 to a total of \$5,720 reflecting a base increase to \$5,500 per month plus the 4% GSI.
Class Code(s):	1238
CBID:	R12
Pay Scales Effective Date:	12/1/06
Date in Production:	01/18/07
Pay Letter:	2007-02

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 01/18/07
Effective Date:	12/01/06
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-03
Pay Amount:	4.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 12/01/06 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 12/01/06. Increases for other employees on leave (non-pay status) prior to 12/01/06 are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> All employees who are active as of 12/01/06 will receive the GSI via GEN Transaction. For employees hired after 12/01/06, process a correct to their appointment at the higher salary. The campus should not process a GSI on appointments that have expired. If an employee in range 1 is no longer at the SSI maximum, change the anniversary date to NONE on the GEN transaction.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 01/12/07.
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS GEN Transaction

SALARY INCREASE PROGRAMS
 II – Educational Incentives

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:	Campus
Processing Date(s):	At the discretion of the President
Effective Date:	At the discretion of the President but must be at the beginning of a pay period
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-03
Pay Amount:	<ul style="list-style-type: none"> • Employees with the job titles identified in Chart A of Appendix C of the Agreement may be eligible to receive a promotion to the new minimum rate of the corresponding job title within Chart A, upon completion of the minimum credential and experience requirements. • Employees with the job titles identified in Chart B of Appendix C of the Agreement may be eligible to receive a 3.0% increase for receiving a baccalaureate degree and/or a 5.0% increase for receiving a master's degree from an accredited institution. • Employees with the "Head Teacher II" job description may be eligible to receive a 5.0% increase for receiving a master's degree from an accredited institution.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Employees with the job titles above, who are on leave, may also be eligible for the 3.0% and/or the 5.0% increase(s) to base salary upon return from leave. • Incorporate the increase on the reinstatement transaction and enter Ed Incent in Item 215
Additional Information:	<ul style="list-style-type: none"> • Refer to Article 20.7.1 of the collective bargaining agreement
SCO Personnel Letter:	N/A

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

BONUS PROGRAMS
 I – Longevity Incentive Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	June 2006: March 2007 cutoff using February 2007 pay period June 2007: June 2007 cutoff using June 2007 pay period
Earnings ID:	GR
Amount:	<p>June 2006</p> <ul style="list-style-type: none"> • \$600 bonus for employees with three or more, but less than five years, of Head Start Program service as of 06/01/06 • \$2,000 bonus for employee with five or more years of Head Start Program service as of 06/01/06 <p>June 2007</p> <ul style="list-style-type: none"> • \$600 bonus for employees with three years, of Head Start Program service as of 06/01/07 • \$1,400 bonus for employee with five years of Head State Program service as of 06/01/07
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in FLSA Overtime Calculation:	Yes, for the pay period in which the stipend was paid
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus funds
Pool Supplemented by Campus:	N/A
Additional Information:	Employees who reached their milestone in June 2006, must still be active or on leave in the Head Start Classification to receive the bonus payment. Refer to Article 20.8 of the collective bargaining agreement