


Date: February 1, 2007 Code: TECHNICAL LETTER
HR/Salary 2007-05

To: Human Resource Directors
Payroll Managers Supersedes: HR/Salary 2006-20
Supplement #1

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Subject: 2006/2007 Salary Program for SETC (Unit 6) Employees

This technical letter supersedes Technical Letter HR/Salary 2006-20 Supplement #1 to incorporate the changes noted in italics below.

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 2006/07 through 2007/08. Pursuant to Technical Letter HR/Salary 2006-20, the following provides information for the Extended Performance Increase (EPI) salary program for 2006/07:

❖ **Salary Program:**

- Extended Performance Increase (EPI) – 1.0% or 2.0% salary increase effective January 1, 2007

Detailed Program Information for Salary Provisions

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

- Effective January 1, 2007, employees in an active or on leave employment status in a Unit 6 position on both January 1, 2006 and January 1, 2007 who have at least one (1) year but less than 10 years of qualifying CSU service as of January 1, 2006, and who meet specific performance and timebase requirements, may be eligible for a 1.0% EPI to base salary, not to exceed the salary range maximum.
- Effective January 1, 2007, employees in an active or on leave employment status in a Unit 6 position who have attained a 3, 6, 10, 15, 20, 25, 30, 35 or 40 year service anniversary during the January 1, 2006 through December 31, 2006 period, and who meet specific performance and timebase requirements, may be eligible for a 1.0% EPI to base salary, not to exceed the salary range maximum.
- Employees who meet both of the service thresholds listed above, may be eligible for a combined 2.0% EPI to base salary, effective January 1, 2007, not to exceed the salary range maximum. *Typically*, qualifying employees would consist of those in an active or on leave employment status in a Unit 6 position on both January 1, 2006 and January 1, 2007, who have attained a 3 or 6 year service anniversary during the January 1, 2006 through December 31, 2006 timeframe, and who meet specific performance and timebase requirements. *Note: There may be occasions where qualifying employees would consist of those in an active or on leave employment status in a Unit 6 position on both January 1, 2006 and January 1, 2007, who have attained a 10 year service anniversary during the January 2, 2006 through December 31, 2006 timeframe, and who meet specific performance and timebase requirements. Example:*
 - **EMPLOYEE A:** *The employee had nine (9) years of service as of January 1, 2006. By November, 2006, the employee reached his 10 year service anniversary. This employee qualifies for a 2.0% EPI.*

Distribution:

CSU Presidents
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- Pursuant to provision 24.8 of the collective bargaining agreement, an employee's overall performance for the previous three (3) years must be satisfactory or better and the employee must not have any disciplinary actions received during the past three (3) years in his or her personnel file.
- In order to determine anniversary milestones, e.g., 3rd versus 10th, campuses must perform the following steps:
 - Step 1: Campuses will be provided with a list of employees who may qualify based upon the earliest possible CSU appointment. From this population, campuses will need to subtract out breaks in service *due to separations of any length*, leaves, and non-qualifying pay periods (not in pay status 11 or more days in a pay period). *Example:*
 - ***EMPLOYEE A:*** *The employee held several consecutive temporary timebase appointments. The campus should look to the earliest appointment and subtract out the periods between the temporary appointments.*
 - Step 2: In calculating anniversary dates, employees must have completed continuous CSU employment at a 50% or greater timebase.
 - This threshold will be applied to years in between anniversaries only. For example, only the period between the date of employment and the 3rd anniversary, or the period between the 6th and 10th year will need to be reviewed for a 50% or greater timebase of continuous CSU employment.
- Continuous CSU employment at consecutive campuses may also count towards meeting the anniversary thresholds above. For example, an employee may have worked 2 years at CSU Long Beach and 8 years at CSU Fullerton, for a total of 10 qualifying years.
- All positions will count towards meeting anniversary thresholds. For example, an employee who has worked for the CSU in a Unit 6 position and in a Unit 5 position may be eligible for both positions to count towards meeting anniversary thresholds.
- 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 0701**, was made available *beginning* the week of January 8, 2007 to assist campuses in identifying the employees potentially eligible for the 1.0% or 2.0% EPI to base salary. In order to determine "CSU continuous employment", there may be situations where a Unit 6 employee has concurrent multi-campus appointments. For these employees, this report will provide non-confidential cross campus position history. The report must be accessed using the Express Function.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Program I – Extended Performance Increase

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>.

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

Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
 I - 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):	01/8/07 through 02/20/07
Effective Date:	01/01/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Ext Perf Incr
Pay Amount:	1% or 2%, 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 01/01/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/07. 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:	<p><i>Eligible employees:</i></p> <ul style="list-style-type: none"> Those employees who have at least one year but less than 10 years of qualifying service as of 01/01/06, and who meet specific performance and timebase requirements, may be eligible for a 1% EPI. Employees must be active or on leave in a Unit 6 position on both 01/01/2006 and 01/01/2007. Those employees who have attained a 3, 6, 10, 15, 20, 25, 30, 35 or 40 year service anniversary during the 01/01/06 through 12/31/06 timeframe, and who meet specific performance and timebase requirements, may be eligible for a 1% EPI. Employees must be active or on leave in a Unit 6 position on 01/01/2007. Employees who meet both of the service thresholds listed above, may be eligible for a combined 2.0% EPI to base salary, effective January 1, 2007, not to exceed the salary range maximum. <i>Typically</i>, qualifying employees would consist of those in an active or on leave employment status in a Unit 6 position on both 01/01/06 and 01/01/07 who have attained a 3 or 6 year service anniversary during the 01/01/06 through 12/31/06 timeframe, and who meet specific performance and timebase requirements. <i>Note: There may be occasions where qualifying employees would consist of those</i>

	<p><i>in an active or on leave employment status in a Unit 6 position on both 01/01/06 and 01/01/07, who have attained a 10 year service anniversary during the 01/02/06 through 12/31/06 timeframe, and who meet specific performance and timebase requirements.</i></p> <ul style="list-style-type: none">• Refer to Article 24 of the collective bargaining agreement.
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COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS CRO Transaction