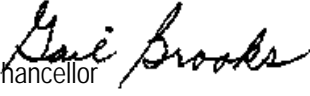


Date: May 17, 2007 Code: TECHNICAL LETTER
HR/Salary 2007- 09

To: Human Resources Directors
Payroll Managers

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Subject: Critical Skills Bonus Program for SETC (Unit 6) Employees

This technical letter provides instructions for the Critical Skills Bonus program for SETC (Unit 6) employees pursuant to Articles 24.38 and 24.39 of the Collective Bargaining Agreement (CBA). The salary program information is provided below:

❖ **Salary Program:**

- Critical Skills Bonus: \$500 or \$250 bonus for obtaining specified new and renewed certifications, respectively.

Detailed Program Information

❖ **Critical Skills Bonus - For certifications earned on or after July 1, 2006:**

- One-time \$500 Bonus – Pursuant to provision 24.38 of the CBA, effective beginning with the 2007/2008 fiscal year, employees who satisfactorily complete and obtain the following recognized certifications will be eligible to receive an initial one-time \$500 bonus:
 - Certified Electrician
 - Certified Plumber
 - Certified Building Operator
 - Certified Steam Operator/Universal Steam Certification
- The certification should be from a governmental agency and preapproved by the CSU.
- For employees who obtained one of the certifications listed above prior to July 1, 2006, campus presidents have the discretion to award this bonus effective the beginning of fiscal year 2007/2008.
- \$250 Renewal Bonus - Employees *required by the CSU* to renew their certification in provision 24.38 are eligible to receive a \$250 bonus. Payment must be made within 30 days after the employee has demonstrated that he/she has renewed the certificate.

The following processing instructions are provided in Attachment A:

⇒ Bonus/Additional Pay Programs – Critical Skills Bonus

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources Administration's Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>.

GB/aj

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

Budget Officers
Directors, Facilities/Plant

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS
I – Critical Skills Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> • Beginning fiscal year 2007/08, for certifications earned on or after July 1, 2006. • Beginning fiscal year 2007/08, \$500 bonuses for certifications obtained before 07/01/06 may be awarded at the discretion of the Presidents. • Payment of the \$250 bonus for renewal of the certifications shall be made within 30 days after the employee has demonstrated that he/she has renewed the certification.
Earnings ID:	GL
Amount:	<ul style="list-style-type: none"> • One-time \$500 bonus for the following certifications: Certified Electrician, Certified Plumber, Certified Building Operator, Certified Steam Operator/Universal Steam Certification. • \$250 bonus for renewal of the above certifications.
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> • Pursuant to provision 24.38 of the CBA, employees who satisfactorily complete and obtain the certifications are eligible for the initial \$500 one-time bonus. • Pursuant to provision 24.39, employees who are required by the CSU to renew their certification will be eligible to receive a \$250 bonus. • The decision whether to request employees to obtain such a certification is at the sole discretion of the CSU. • The critical skills bonuses will be available for the life of this agreement.

CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none">• Earnings ID:<ul style="list-style-type: none">• BN2 – Process via Additional Pay• Use processing amounts/dates referenced above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	