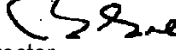


Date: December 11, 2007

Code: TECHNICAL LETTER
HR/Salary 2007-28

To: Human Resources Directors
Payroll Managers

From: Bruce J. Gibson 
Interim Senior Director
Human Resources Administration

Subject: 2007/08 Salary Program for CSUEU (Units 2, 5, 7 and 9) Employees

Overview

Audience: Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for processing employee pay increases

Action Item: Implementation of negotiated pay increases

Affected Employee Group(s)/Unit(s): Units 2, 5, 7, and 9

Summary

This Technical Letter provides information regarding the salary program provisions of the agreement reached between the California State University (CSU) and California State University Employees' Union (CSUEU). For fiscal year 2007/08, the agreement provides the following:

- **Salary Programs:**
 - 3.457% General Salary Increase, effective July 2007 pay period
 - 8.457% increase to the SSI Maximum of all classes, effective July 2007 pay period
 - 1.0% Service Salary Increase (SSI) on anniversary date
 - Rural Health Care Stipend of \$1,000
 - Parking Fees will be increased by 3.457%

Campus Human Resource Directors, Payroll Managers, and/or designee(s) responsible for processing employee pay increases, should review the remainder of this Technical Letter for more detailed information.

Distribution:

CSU Presidents
Interim Vice Chancellor, Human Resources
Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty

Budget Directors
HR Professionals

Detailed Program Information for Salary Provisions:

A. 3.457% General Salary Increase (GSI):

- Effective July 1, 2007, the State Controller's Office (SCO) will post a 3.457% GSI to the individual salary rates of all bargaining unit members.
- The SCO will post these increases by mass update on the night of December 12, 2007. All employees who were active on July 1, 2007, will receive a GSI retroactive to July 1, 2007. *Employees hired after July 1, 2007, and before the GSI is processed will receive the GSI retroactive to their hire date.*
- The SCO mass update program will process GSIs for active employees whose appointment expiration date has passed. Campus processing instructions to void invalid GEN transactions posted on expired appointments are provided in the SCO's Personnel Letter.
- The salary range minimums and maximums of all bargaining unit classes will be increased by 3.457% effective July 1, 2007.
- The updated salary schedule for all units will be available on the CSU web site (<http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>) after the mass update has been completed.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program I – General Salary Increase (GSI)

B. 8.457% Increase to the SSI Maximum:

- Effective July 1, 2007, the SSI maximum for each classification will be increased by 8.457% reflecting the 3.457% GSI and the 5.0% increase to the SSI maximum.
- Information on establishing anniversary dates for those newly eligible is provided below under "Establishing Anniversary Dates".

C. 1.0% Service Salary Increase (SSI):

For fiscal year 2007/08, an SSI will be provided to eligible employees effective on the first day of the pay period of the employee's anniversary date. The SCO will post the SSIs monthly using worksheets provided by Human Resources, Information Support and Analysis (HR-ISA). Refer to the collective bargaining agreement (CBA) for eligibility rules.

Campuses are responsible for processing SSIs for intermittent employees who do meet the performance criteria as well as SSI denials.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program II – Service Salary Increase (SSI)

D. Establishing Anniversary Dates:

- For those employees whose salaries will be below the SSI maximum as of July 1, 2007, and who do not have an Anniversary Date, their Anniversary Dates must be established using the following order:
 - For those employees who had an anniversary date established for fiscal year 2006/07, reached the SSI maximum and are now eligible again, use the anniversary month in fiscal year 2006/07 with the current 2007/08 fiscal year.
 - For those who had an anniversary date established when the SSI program was reinstated in 2004 but who reached the SSI maximum prior to July 1, 2006 and were not eligible in fiscal year 2006/07, the Anniversary Date will be the month of the most recent anniversary date in which they reached the SSI maximum combined with the current 2007/08 fiscal year. Example:

- EMPLOYEE A - Reached the SSI maximum in June 2004: Campuses must set the Anniversary Date to June 2008.
- Employees who did not have an anniversary date established in 2004 and who had an anniversary date from the SSI program ending June 2000, must use the month from this anniversary date combined with the current 2007/08 fiscal year. Example:
 - EMPLOYEE B – Reached the SSI maximum in April 2000: Campuses must set the Anniversary Date to April 2008.
- Employees who did not have anniversary dates established in 2004 and who had no anniversary date when the SSI program ended in June 2000, must use the month of the employees' initial appointment into any CSU classification at the campus combined with the current 2007/08 fiscal year. Example:
 - EMPLOYEE C – Was at the SSI maximum and was hired in January 2005: Campuses must set the Anniversary Date to January 2008.
- Additional Information:

For campus reference, CIRS Compendium Report X94, Cycle 0712, provides a history listing of all active and on-leave CSUEU employees who are below the new SSI maximum and do not have an anniversary date. This report will be available on December 17, 2007.

E. Rural Health Care Stipend:

The Rural Health Care Stipend for fiscal year 2007/08 is \$1,000. Details regarding the fiscal year 2007/08 Rural Health Care Stipend will be communicated in a future technical letter.

F. Parking Fees:

Details regarding implementation of parking fees will be communicated in a future technical letter.

Please note that employees on Military Leave receiving Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Web site at <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Additional instructions are provided in the SCO's Personnel Letter.

Please direct questions regarding this technical letter as follows:

- | | |
|--|--|
| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (562) 951-4418 |
| ➤ Collective bargaining aspects | Collective Bargaining at (562) 951-4400 |
| ➤ All other questions | 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>.

BJG/gs
Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM

I – General Salary Increase (GSI)

PAY SCALES IMPACT:	
Change Summary:	Increase the salary range minimums and maximums by 3.457% (8.457% increase to the SSI maximum is effective 07/01/07)
Class Code(s):	All CSJEU classifications
CBID:	R02, R05, R07 and R09
Pay Scales Effective Date:	07/01/07
Date in Production:	12/13/07
Pay Letter:	2007-15

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	The SCO will post increases into PIMS database via mass update
Processing Date(s):	Beginning the evening of 12/12/07
Effective Date:	07/01/07
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-28
Pay Amount:	3.457%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 07/01/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/07. Increases for other employees on leave (non-pay status) 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 07/01/07 will receive the GSI via GEN Transaction. Employees hired after 07/01/07, and before the mass update is run will have the GSI applied to their salary by processing a correct to the appointment and any subsequent transactions. The SCO mass update program will process GSIs for active employees whose appointment expiration date is prior to 07/01/07. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 0712 and tab-delimited file H80, Cycle 0712 will be available 12/17/07 for campus reference.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> Salary Schedule Load provided by HR-ISA to SOSS on 12/04/07. Campus L15 file will be available for download on 12/17/07. <ul style="list-style-type: none"> For CMS instructions on processing, refer to the Business Process Guide - "SSI - GSI New General Increase" posted on the CMS website. Action/Reason: <ul style="list-style-type: none"> PAY/GSI (GEN) Effective Date: 07/01/07 Union Code: R02, R05, R07 or R09

	<ul style="list-style-type: none"> ○ Comp Rate: Update base salary as instructed above ○ Empl Hist Remarks: HR/SA 2007-28
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none"> ● Additional information to be provided in a future CMS bulletin.

SALARY INCREASE PROGRAM
 II – Service Salary Increase (SSI)

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:	<ul style="list-style-type: none"> ● SCO will begin keying retro SSIs for July 2007 into PIMS on 12/10/07 for employees with a timebase and who had an established anniversary date as of 12/07/07. ● SCO will key the retro SSIs for August 2007 through January 2008 into PIMS for employees with a timebase and who had an established anniversary date as of 12/14/07. ● SCO will key the SSIs into PIMS on a regular basis beginning in February 2008 for employees with a timebase. ● Campuses are responsible for keying SSIs for all eligible employees with July 2007 anniversary dates which are reestablished after 12/07/07 and August 2007 through January 2008, which are reestablished after 12/14/07. Thereafter, anniversary dates must be reestablished prior to the beginning of the anniversary month to be processed by the SCO. If entered into PIMS after the beginning of the anniversary month, campuses will be responsible for keying these SSIs as well. ● Campuses are responsible for keying SSIs for intermittent employees. ● Campuses are responsible for posting SSI denials.
Processing Date(s):	July Anni Dates: beginning 12/10/07 August – January Anni Dates: ending 01/31/08 Monthly thereafter
Effective Date:	<ul style="list-style-type: none"> ● SSI = Beginning of the pay period of the employee's Anniversary Date for fiscal year 2007/08. ● SSI Denial = Beginning of pay period of the employee's Anniversary Date (Item 330) in fiscal year 2007/08
PIMS Transaction:	SSI = MSA Transaction SSI Denial = 330 Transaction
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-28
Pay Amount:	1.0% up to the SSI maximum

Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	Anniversary dates for employees on leave or other non-pay status are to be evaluated and adjusted as appropriate on the return from leave.
Additional Information:	<ul style="list-style-type: none"> • SSI denials must be keyed via the 330 transaction prior to the first day of the pay period of the employee's Anniversary Date to preclude posting of the MSA transaction. • For employees with a July anniversary date established by 12/07/07, the SCO will void the 07/01/07 GEN, key the SSIs, and reapply the GEN.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason <ul style="list-style-type: none"> ○ PAY/SSI (MSA) ○ Effective Date: Beginning of the pay period of the employee's Anniversary Date for fiscal year 2007/08. ○ Comp Rate: Update base salary as indicated above • Action Reason <ul style="list-style-type: none"> ○ DTA/DNS (330) ○ Effective Date: Beginning of pay period of the employee's Anniversary Date in fiscal year 2007/08
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	For employees with a July anniversary date established by 12/07/07, the SCO will key the SSIs prior to the 07/01/07 GEN. Campuses will need to ensure that updates made to the employee's job record are consistent with the order of transactions processed by the SCO. Campuses will void the GEN transaction, post the SSI and reapply the GEN.

SALARY STRUCTURE CHANGES I – Establish Anniversary Dates

PAY SCALES IMPACT:	
Change Summary:	Increase SSI maximums by 8.457% to include 3.457% GSI and 5.0% SSI maximum increase (Not compounded).
Class Code(s):	All CSUEU classifications except Per Diem classes (Class codes 7940 and 7930)
CBID:	R02, R05, R07 and R09
Pay Scales Effective Date:	07/01/07
Date in Production:	12/13/07
Pay Letter:	2007-15

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campuses will establish Anniversary Dates (Item 330) for employees whose base pay is below the <u>new</u> SSI maximum as of 07/01/07 and who do not have an Anniversary Date.
Processing Date(s):	Campus determined
Effective Date:	07/01/07 or appointment, reinstatement if later
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-28
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Employees on an unpaid leave of absence as of 07/01/07 should have their Anniversary Date entered upon return from leave. • Employees on an IDL/TD leave of absence as of 07/01/07 should have their Anniversary Date entered upon return from leave.
Additional Information:	<ul style="list-style-type: none"> • For those employees who had an anniversary date established for FY 06/07, reached the SSI maximum and are eligible again, use the month from 06/07 combined with the current 2007/08 fiscal year. • For those who had an anniversary date established when the SSI program was reinstated in 2004 but who reached the SSI maximum prior to 07/01/06 and were not eligible in 06/07, the Anniversary Date will be the month of the most recent anniversary date in which they reached the SSI maximum combined with the current 2007/08 fiscal year. • Employees who did not have an anniversary date established in 2004 and who had an anniversary date from the SSI program ending June 2000, must use the month from this anniversary date combined with the current 2007/08 fiscal year. • Employees who did not have an anniversary date established in 2004 and who had no anniversary date when the program ended in June 2000, must use the month of the employee's initial appointment into any CSUEU classification. • Employees who have separated after 07/01/07 and are due an SSI prior to separation, must have a correct Anniversary Date on their employment record prior to posting a separation transaction. Separation transactions that have already been processed must be corrected to reflect the employees accurate Anniversary Date. • Refer to Article 20 of the collective bargaining agreement.

	<ul style="list-style-type: none"> For campus reference, CIRS Compendium Report X94, Cycle 0712, provides a history listing of all active and on-leave CSUEU employees who are below the new SSI maximum and do not have an anniversary date. This report will be available on 12/17/07.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> Action Reason: DTA/MOU (CRO) <ul style="list-style-type: none"> Effective Date: 07/01/07 or appointment, reinstatement if later Anniversary Code: Eligible Anni Month/Year: Update as instructed above Empl History Remarks: HR/SA 2007-28
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A