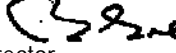


Date: December 13, 2007

Code: TECHNICAL LETTER
HR/Salary 2007-29

To: Human Resources Directors
Payroll Managers

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

Subject: 2007/08 Salary Program for SETC (Unit 6) Employees

Overview

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

Action Item: Implement Extended Performance Increase (EPI)

Affected Employee Group(s)/Unit(s): Eligible Unit 6 Employees

Summary

This Technical Letter provides information regarding the Extended Performance Increase (EPI) salary program for eligible Unit 6 employees for fiscal year 2007/08 as follows:

- EPI – 1.0% base salary increase effective January 1, 2008 for eligible employees who have attained specific service anniversary milestones during the January 1, 2007 through December 31, 2007 time period. Additional requirements apply.

Campus Human Resources 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.

Detailed Program Information for Salary Provisions

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

- Effective January 1, 2008, 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, 2007 through December 31, 2007 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.

Distribution:

CSU Presidents
Interim Vice Chancellor, Human Resources
Vice Presidents, Administration

Benefit Officers
Budget Directors

- Pursuant to provision 24.10 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 anniversary milestones only. For example, for the 3rd anniversary, that period between the date of employment and the 3rd anniversary, for the 10th anniversary, that period between the 6th and 10th year, and so on, 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 then 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.
- Concurrent appointments do not 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 0801**, will be made available beginning the week of January 2, 2008 to assist campuses in identifying employees potentially eligible for the 1.0% 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.
- Employees must be active or on leave in a Unit 6 position as of January 1, 2008, to be eligible for an EPI.

The following processing instructions are 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 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 (526) 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 the Human Resources Administration's Web site at:

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

BJG/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/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	01/02/08 through 02/21/08
Effective Date:	01/01/08
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Ext Perf Incr
Pay Amount:	1%, 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 01/01/08 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/08. • 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>Eligible employees:</p> <ul style="list-style-type: none"> • Those employees who have attained a 3, 6, 10, 15, 20, 25, 30, 35 or 40 year service anniversary during the 01/01/07 through 12/31/07 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 01/01/2008. • Refer to Article 24 of the collective bargaining agreement.
SCO Personnel Letter:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason: PAY/MOU (CRO) <ul style="list-style-type: none"> ○ Effective Date: 01/01/08 ○ Comp Rate: update as instructed above ○ Empl History Remarks: Ext Perf Incr
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Refer to eligibility requirements above to ensure only eligible employees are given the Extended Performance Increase.