

Date: April 28, 2008

Code: TECHNICAL LETTER
HR/Salary 2008-03
Supplement #1

To: Human Resources Directors
Payroll Managers

From: Evelyn Nazario
Senior Director, Compensation
Human Resources Administration



Subject: One-Time \$700 Bonus for Additional Eligible CSUEU (Units 2, 5, 7 and 9) Employees

Overview

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

Action Item: Implementation of one-time \$700 bonus for additional employees

Affected Employee Group(s)/Unit(s): Eligible Unit 2, 5, 7, 9 Employees

Summary

This supplement provides information regarding additional employees who may be eligible for the one-time \$700 bonus referenced in Technical Letter HR/Salary 2008-03.

Systemwide Funds available for CSUEU salary increases, including this one-time \$700 bonus, were included within the Fiscal Year 2007/08 final budget allocations.

Those in the audience listed above responsible for processing employee bonuses should review the remainder of this Technical Letter for more detailed information.

Distribution:

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

Budget Officers
HR Professionals

Detailed Program Information

A. One-Time \$700 Bonus:

Employees eligible to receive the One-Time \$700 Bonus per Technical Letter HR/Salary 2008-03 continue to be eligible.

The following additional employees are eligible to receive a one-time \$700 bonus:

1. Employees at or above the SSI Maximum who meet all of the following criteria:

- As of July 1, 2007, were active or on leave in a CSUEU position and had a base salary rate at or above the SSI maximum.
- On or after July 2, 2007, left one of the CSUEU-represented bargaining units (Units 2, 5, 7 and 9) before the one-time \$700 bonus payment would have been paid pursuant to Technical Letter HR/Salary 2008-03.
- During the preceding fiscal year, met the same SSI eligibility requirements (e.g., satisfactory performance, qualifying pay periods) as those employees whose base salary rate was below the SSI maximum. Because of this requirement, campuses are responsible for identifying the eligible employees and processing the bonus.
 - Campuses will be provided with campus-specific lists of potentially eligible employees for verification, including those appointed to Intermittent status. Refer to Provision 20.30 of the Collective Bargaining Agreement for eligibility rules and service requirements. These reports will be distributed to campuses during the week of April 28, 2008.

Note: Those who, as of July 1, 2007, reached the SSI maximum as a result of receiving a July 2007 SSI are excluded.

- OR -

2. Employees who meet all of the following criteria:

- As of July 1, 2007, were eligible for an SSI.
- On or after July 2, 2007, but during Fiscal Year 2007/08, the employee received a salary increase (e.g., In Range Progression) which put the employee's base salary rate at or above the SSI Maximum in the current classification/skill level.

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The following processing instructions are provided in Attachment A:

⇒ **Bonus/Additional Pay Programs I – One-time \$700 Bonus**

B. Distribution of Funds:

The prorata distribution of the systemwide funds described in the Side Letter of Agreement dated January 22, 2008 (http://www.calstate.edu/LaborRel/Contracts_HTML/cba/csueu_irp-agmt.pdf), was communicated in the joint communication from Collective Bargaining and Systemwide Budget, dated February 7, 2008 at: http://www.calstate.edu/budget/2007_08BudIndex/documents/CSUEU_07-08_IRP_Distribution_by_Campus.pdf.

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>.

Please direct questions regarding this technical letter as follows:

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| ➤ PIP 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>.

EN/aj
Attachment

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS

I – One-Time \$700 Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> • Process using the last pay period the employee was in the eligible CSUEU position at the campus. • Employees identified as eligible based upon reports provided by Systemwide Human Resources must be paid by 05/30/08. • All Fiscal Year 2007/08 eligible employees must be keyed effective no later than the June 2008 pay period.
Earnings ID:	GV
Amount:	\$700
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, for the pay period in which the bonus was paid only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> • Campuses will be required to verify eligibility of employees listed in campus-specific reports which will be provided to campuses during the week of 04/28/08. These reports will identify employees at or above the SSI Maximum as of 07/01/07, who left CSUEU-bargaining units on or after 07/02/07 but before payment of the one-time \$700 bonus per HR/SA 2008-03. • To assist campuses in identifying employees who received a salary increase which put the employees' base salary rate at or above the SSI Maximum in the current classification/ skill level, CIRS Compendium Report W71, Cycle 0804 provides employment history for potentially eligible employees and will be available 04/28/08 for campus reference. Campuses are responsible for identifying newly eligible employees after 04/28/08.

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"> ○ GV – Process via Additional Pay ○ Effective Date: 01/01/08 ○ Amount: \$700.00
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Refer to processing responsibility section referenced above. Bonus payments keyed by campuses should be “processed” using the GV Earnings ID as referenced above.