

Date: June 9, 2008

Code: TECHNICAL LETTER
HR/Salary 2008-08
SFSU Only

To: Michael Martin
Interim Associate Vice President,
Human Resources, Safety & Risk Management
Wanda Humphrey, Payroll Manager
San Francisco State University

From: Evelyn Nazario
Senior Director, Compensation
Human Resources Administration



Subject: 2007/08 Longevity Incentive Bonus Program for SFSU Head Start (Unit 12) Employees

Overview

Audience: SFSU Interim Associate Vice President, Human Resources, and Safety & Risk Management, Payroll Manager, and/or campus designee(s) responsible for Unit 12 payroll processing

Action Item: Payment of Longevity Incentive Bonus, where appropriate, by June 2008 pay period

Affected Employee Groups/Units: SFSU Head Start (Unit 12) Employees

Summary

This technical letter provides information regarding the Longevity Incentive Bonus program for eligible Unit 12 employees for fiscal year 2007/08.

The above-identified audience should review the remainder of this technical letter for more detailed information.

Distribution:

Dr. Robert A. Corrigan, President
Vice President, Administration, SFSU
HR Professionals, SFSU

Interim Vice Chancellor, Human Resources

Detailed Program Information for Bonus Provision:

➤ Longevity Incentive Bonus:

- Longevity Incentive bonuses are available to eligible Unit 12 employees who have served in the Head Start Program. Employees may be eligible for either of the following bonuses:
 - Three Years Experience: Employees who complete three consecutive years of Program service as of June 1, 2008 are eligible to receive a bonus of \$600.
 - Five Years Experience: Employees who complete five consecutive years of Program service as of June 1, 2008 are eligible to receive a bonus of \$1,400.
- The campus will be responsible for determining who is eligible for the longevity bonus. When calculating eligibility, consecutive years of service should be calculated from the last date of hire without regard to leaves or non-qualifying pay periods. A separation will be considered a break in service. A separation and reappointment will constitute a new date of hire.
- Employees must be active or on leave in the bargaining unit at the time of payment to receive the bonus.

The following processing instructions are provided in Attachment A:

⇒ Bonus Programs I – Longevity Incentive Bonus

Please direct questions regarding this technical letter as follows:

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| ➤ Bonus 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 PROGRAMS
I – Longevity Incentive Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	June 2008 cutoff using June 2008 pay period
Earnings ID:	GR
Amount:	<ul style="list-style-type: none"> • \$600 bonus for employees with three years of Head Start Program service as of 06/01/08 • \$1,400 bonus for employee with five years of Head State Program service as of 06/01/08
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Included in FLSA Overtime Calculation:	Yes, for the pay period in which the stipend was paid
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus funds
Pool Supplemented by Campus:	N/A
Additional Information:	Employees must be active or on leave in the Head Start classification to receive the bonus payment. Refer to Article 18.8 of the collective bargaining 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: BN6 <ul style="list-style-type: none"> ○ Process via Additional Pay ○ Effective Date: 6/1/08 ○ Amount: \$600 or \$1,400 as indicated above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A