

Date: July 21, 2009

Code: TECHNICAL LETTER  
HR/Salary 2009-06  
SFSU Only

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

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Subject: 2008/09 Salary Program for SFSU Head Start (Unit 12) Employees

Overview

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

**Action Item:** Process General Salary Increases effective June 1, 2009 and July 1, 2009

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

Summary

This technical letter provides information regarding General Salary Increases (GSIs) for eligible Unit 12 employees for fiscal year 2008/09. The increases consist of a 3.06% GSI effective June 1, 2009, and a 1.84% limited time GSI, effective July 1, 2009 and expiring effective July 1, 2010. SFSU Head Start employee compensation is fully funded from federal Cost of Living Adjustment (COLA) grant monies.

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

The collective bargaining agreement between the California State University (CSU) and the Service Employees International Union (SEIU) Local 790 (exclusive bargaining representative for Unit 12 San Francisco State University (SFSU) Head Start Program employees) has been extended until a successor agreement is ratified by both parties, or either party provides the other with a thirty (30) day notification that it is terminating the agreement to extend, whichever comes first. As part of this extension, the following salary program is provided in 2008/09:

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**Distribution:**

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

Vice Chancellor, Human Resources

Detailed Program Information for Salary Provisions for 2008/09:

➤ **General Salary Increase (GSI):**

The federal government granted the following COLA increases for SFSU Head Start program employees: a 3.06% base increase and a *limited time* 1.84% American Recovery Re-Investment Act (ARRA) base COLA increase. Per Articles 18.4 and 18.5 of the collective bargaining agreement and the side agreement dated June 24, 2009, the GSIs shall be implemented as follows:

**June 1, 2009 3.06% GSI:**

- Effective June 1, 2009, the campus will post a 3.06% GSI to the individual salary rates of all bargaining unit employees.
- *Employees hired after June 1, 2009, and before the GSI is implemented will receive the GSI retroactive to their hire date.* The campus may begin keying the increases July 22, 2009.
- The salary range minimums and maximums will be increased by 3.06%, effective June 1, 2009.

**July 1, 2009 1.84% GSI:**

- Effective July 1, 2009, the campus will post a 1.84% GSI to the individual salary rates in effect at that time of all bargaining unit employees.
- *Employees hired after July 1, 2009, and before the GSI is implemented will receive the 1.84% GSI retroactive to their hire date.* The campus may begin keying this increase July 22, 2009.
- The salary range minimums and maximums will be increased by 1.84%, effective July 1, 2009.
- Effective July 1, 2010, each employee's individual salary rate in effect as of July 1, 2010 and the minimum and maximum rates on the Salary Schedule will be reduced by 1.84%.
  - Implementation instructions will be addressed in a future technical letter.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

Please direct questions regarding this technical letter as follows:

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| ➤ 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        | Labor Relations at (562) 951-4400               |
| ➤ All other questions                  | Human Resources Management at (562) 951-4411    |

This document is available on the Human Resources Management's Web site at:

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

EN/aj

Attachment

**PROCESSING INSTRUCTIONS**

**SALARY INCREASE PROGRAMS**  
 I - General Salary Increase

<b>PAY SCALES IMPACT:</b>	
Change Summary:	<ul style="list-style-type: none"> <li>• Effective 06/01/09, increase the salary range minimums and maximums by 3.06%</li> <li>• Effective 07/01/09, increase the salary range minimums and maximums by 1.84%</li> </ul>
Class Code(s):	1238
CBID:	R12
Pay Scales Effective Date:	06/01/09 and 07/01/09
Date in Production:	07/22/09
Pay Letter:	2009-03

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> <li>• Beginning 07/22/09 for 06/01/09 3.06% increase</li> <li>• Beginning 07/22/09 for 07/01/09 1.84% increase</li> </ul>
Effective Date:	<ul style="list-style-type: none"> <li>• 06/01/09 for 3.06% increase</li> <li>• 07/01/09 for 1.84% increase</li> </ul>
PIMS Transaction:	GEN for both increases
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2009-06
Pay Amount:	<ul style="list-style-type: none"> <li>• 3.06% effective 06/01/09</li> <li>• 1.84% effective 07/01/09</li> </ul>
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 06/01/09 and 07/01/09, respectively, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 06/01/09 and 07/01/09, respectively.</li> <li>• Increases for other employees on leave (non-pay status) prior to 06/01/09 and/or 07/01/09 are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status.</li> </ul>
Additional Information:	<p><u>For 3.06% GSI:</u></p> <ul style="list-style-type: none"> <li>• All employees who are active as of 06/01/09 will receive the 3.06% GSI via GEN Transaction.</li> <li>• For employees hired after 06/01/09 and before the 3.06% GSI is implemented, process a correct transaction (e.g., A52C) to their appointment at the higher salary.</li> <li>• Item 215 Employment History Remarks = 3.06% GSI</li> <li>• The campus should not process a GSI on appointments that have expired prior to 06/01/09.</li> </ul> <p><u>For 1.84% GSI:</u></p> <ul style="list-style-type: none"> <li>• All employees who are active as of 07/01/09 will receive the 1.84% GSI via GEN Transaction.</li> <li>• For employees hired after 07/01/09 and before the 1.84% GSI is implemented, process a GEN transaction on top of the</li> </ul>

	<p>appointment. This will serve as documentation of the 1.84% increase that will be removed effective 07/01/10. If the employee's salary on the appointment transaction is below the minimum amount on the Salary Schedule, send the documents to CSU Audits for processing.</p> <ul style="list-style-type: none"> <li>• The campus should not process a GSI on appointments that have expired prior to 07/01/09.</li> </ul> <p><u>For New Hires:</u></p> <ul style="list-style-type: none"> <li>• Employees hired into the unit after implementation are to receive the 1.84% limited time GSI up through June 2010.</li> <li>• Process a GEN transaction on top of the appointment transaction. This will serve as documentation of the 1.84% increase that will be removed effective 07/01/10. If the employee's salary on the appointment transaction is below the minimum amount on the Salary Schedule, send the documents to CSU Audits for processing.</li> </ul>
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
<b>Workforce Administration:</b>	<p><b>For 3.06% GSI:</b></p> <ul style="list-style-type: none"> <li>• Action Reason:               <ul style="list-style-type: none"> <li>○ PAY/GSI (GEN)</li> </ul> </li> <li>• Effective Date: 06/01/09</li> <li>• Job Code: 1238</li> <li>• Empl History Remarks: HR/SA 2009-06</li> </ul> <p><b>For 1.84% GSI:</b></p> <ul style="list-style-type: none"> <li>• Action Reason:               <ul style="list-style-type: none"> <li>○ PAY/GSI (GEN)</li> </ul> </li> <li>• Effective Date: 07/01/09</li> <li>• Job Code: 1238</li> <li>• Empl History Remarks: HR/SA 2009-06</li> </ul>
<b>Temporary Faculty:</b>	N/A
<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	<ul style="list-style-type: none"> <li>• Refer to 'Additional Information' provided above regarding the need to maintain two separate transactions for the 3.06% and 1.84% increases and detailed instructions regarding New Hires.</li> </ul>