


Date: November 25, 2009

Code: TECHNICAL LETTER  
HR/Salary 2009-07  
Addendum #1

To: Human Resource Directors  
Associate Vice Presidents/Deans of Faculty  
Payroll Managers

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Subject: Furlough Program Implementation – Furlough Exemptions to Health Center Staff

Overview

**Audience:** Campus Human Resource Directors, Campus Payroll Managers, and/or campus designees responsible for faculty and staff payroll processing.

**Action Item:** Implement Health Care Center exemption to 2009/2010 CSU Furlough Program

**Affected Employee Group(s)/Unit(s):** Affected Health Center Employees in UAPD (Unit 1), CSUEU (Units 2, 5, 7, 9) and Management Personnel Plan classifications

Summary

This addendum provides information on a recent furlough exemption agreement that affects employees working in campus Health Centers. The Chancellor's Office has requested campuses to compile lists of individuals exempted from furlough for this reason. The furlough exemption may be authorized across the various bargaining units and classifications noted above. The effective date of furlough exemption for affected employees is November 5, 2009. Campus designees with furlough program responsibilities should review the remainder of this letter for detailed information.

**Exemptions from Furlough**

Employees working in campus health centers have been exempted from the furlough time and pay reduction program effective November 5, 2009. The exemption will apply for the duration of time and as appropriate to the employee's time base of the health center appointment, through June 2010. The Chancellor's Office recently requested campuses to provide a listing of individuals for which the exemption will apply as it pertains to their campus. Exemptions may be applicable on a classification or individual basis. Campus presidents have the authority to require Management Personnel Plan (MPP) employees working in the health centers to remain in the furlough program.

**Distribution:**

CSU Chancellor  
CSU Presidents  
Executive Vice Chancellor and CAO  
Executive Vice Chancellor and CFO  
Vice Chancellor, Human Resources

Vice Presidents, Administration  
Vice Presidents, Academic Affairs  
Vice Presidents, Student Administration  
Budget Officers

For CSUEU employees, if a furlough day was taken prior to receiving the notice of change (agreement); a one-day furlough reduction will be made. If an employee had plans scheduled for the days they were going to be furloughed subsequent to the notice of change date, such employees may submit personal leave time requests to use available leave credits, take a dock, or request leaves consistent with the provisions of the collective bargaining agreement.

### **Payroll Processing and Employment History Tracking of Employees on Furlough**

Payroll processing may vary based upon Health Center furlough exemption situations, such as:

1. Affected employees did not take a furlough day in November 2009 pay period. In this situation, the campus will delete the furlough reduction code effective the beginning of the November pay period.
2. Affected employees took a furlough day in November prior to receiving notice of the change. In this situation, the campus will adjust the pay reduction percentage for the November pay period for the one furlough day taken and then delete the furlough reduction code effective the beginning of the December pay period. Employees may not substitute personal leave time in this instance to avoid a reduction in pay.
3. For affected employees on a 10.07% furlough pay reduction, the July "catch-up" residual will be reconciled via refund through the payroll system or by using the equivalent time off in the pay period when the campus observes the July 2009 furlough days.

The following processing instructions are provided in Attachment A:

- ⇒ I. Health Center Employee Did Not Take a Furlough Day in November 2009 Pay Period
- ⇒ II. Health Center Employee Took a Furlough Day in November 2009 Pay Period
- ⇒ III. Refund Furlough Pay Reduction of .84% Residual (10.07% - 9.23% = .84%)

The Health Center furlough exemption is no longer applicable if an employee is subsequently reassigned or appointed to another department and/or classification that remains subject to the furlough pay and time reduction program.

Questions regarding this technical letter may be directed to Human Resources Management at (562) 951-4411. This document is available on the Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

EN/dth

<b>PROCESSING INSTRUCTIONS</b>
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**I – Health Center Employee Did Not Take a Furlough Day in November 2009 Pay Period**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	
Effective Date:	11/01/09
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Health Center
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	o If an employee is on a full unpaid leave, remove Item 957 on the reinstatement transaction and enter Health Center in Item 215.
Additional Information:	Delete Item 957 value
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/Files-PPSD-Letters/Pers/2009_e09-021.pdf">http://www.sco.ca.gov/Files-PPSD-Letters/Pers/2009_e09-021.pdf</a>

<b>CMS PROCESSING INFORMATION:</b>	
<b>Workforce Administration:</b>	o Action Reason: PAY/FR1 (CRO) o Effective Date: 11/1/09 o Employment History Remarks: Health Center o Item 957: N1
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 instructions above for Employees on Leave.

**PROCESSING INSTRUCTIONS**

**II – Health Center Employee Took a Furlough Day in November 2009 Pay Period**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	
Effective Date:	11/01/09
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Health Center
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>• Item 957 = "89"</li> <li>• Item 815 = enter appropriate pay reduction amount for November 2009, 1 day furlough = 4.615% pay reduction</li> <li>• Effective December pay period, process a CRO to delete Item 957 to exempt from furlough. Enter Health Center in Item 215.</li> </ul>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/Files-PPSD-Letters/Pers/2009_e09-021.pdf">http://www.sco.ca.gov/Files-PPSD-Letters/Pers/2009_e09-021.pdf</a>

<b>CMS PROCESSING INFORMATION:</b>	
<b>Workforce Administration:</b>	<p><b>For November pay period:</b></p> <ul style="list-style-type: none"> <li>• Action Reason: PAY/FRL (CRO)             <ul style="list-style-type: none"> <li>○ Effective Date: 11/01/09</li> <li>○ Item 957: 89</li> <li>○ Item 815: Amount varies</li> <li>○ Employment History Remarks: Health Center</li> </ul> </li> </ul> <p><b>For December pay period</b></p> <ul style="list-style-type: none"> <li>• Action Reason: PAY/FR1 (CRO)             <ul style="list-style-type: none"> <li>○ Effective Date: 12/02/09</li> <li>○ Item 957: N1</li> <li>○ Employment History Remarks: Health Center</li> </ul> </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>	N/A

**PROCESSING INSTRUCTIONS**

**III – Refund Furlough Pay Reduction of .84% Residual (10.07% - 9.23% = .84%)**

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	
Effective Date:	The date (e.g. 07/31/2009) a CRO transaction with Item 957 = 91 (10.07%) was processed.
PIMS Transaction:	CROC
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Refnd Residual
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>If an employee is on a full unpaid leave, the corrections for refunding the residual amount do not have to wait until the employee returns from leave.</li> </ul>
Additional Information:	<p><b>If Item 957 = 91 (10.07%) enter the following:</b></p> <ul style="list-style-type: none"> <li>Item 957 = "92" Pay adjustments will refund the .84 residual retroactive to the effective pay period (typically August) through October,</li> <li>Process a CRO to delete Item 957 effective 11/01/09 or 12/02/09 as appropriate (see previous processing instructions).</li> </ul> <p><b>If Item 957 = 89 between August and October pay periods:</b></p> <ul style="list-style-type: none"> <li>A CROC transaction will be required to amend the pay reduction amount entered in Item 815 to remove the residual as appropriate for the respective pay period.</li> </ul> <p>If the residual is reconciled by using the equivalent time off, then this transaction is not applicable.</p>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/Files-PPSD-Letters/Pers/2009_e09-021.pdf">http://www.sco.ca.gov/Files-PPSD-Letters/Pers/2009_e09-021.pdf</a>

CMS PROCESSING INFORMATION:	
Workforce Administration:	<p><b>For CROC (If Item 957 = 91...)</b></p> <ul style="list-style-type: none"> <li>Action Reason: DTA/COR (CROC)             <ul style="list-style-type: none"> <li>Effective Date: Varies</li> <li>Employment History Remarks: Refund Residual</li> <li>Item 957: 92</li> <li>Item 815: Varies</li> </ul> </li> </ul> <p><b>For CRO (To Delete Furlough)</b></p>

	<ul style="list-style-type: none"> <li>• Action Reason: PAY/FR1 (CRO)           <ul style="list-style-type: none"> <li>○ Effective Date: 11/01/09 or 12/02/09</li> <li>○ Employment History Remarks: Health Center</li> <li>○ Item 957: N1</li> </ul> </li> <li>For CROC (If Item 957 = 89...)</li> <li>• Action Reason: DTA/COR (CROC)           <ul style="list-style-type: none"> <li>○ Effective Date: Varies</li> <li>○ Employment History Remarks: Refund Residual</li> <li>○ Item 957: 89</li> <li>○ Item 815: Varies</li> </ul> </li> </ul>
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 information above for Employees on Leave.